DOCUMENT RESUME

ED 066 156 JC 720 197

AUTHOR	Sheldon, M. Stephen, Comp.; Park, Young, Comp.
TITLE	A Directory of Self-Instructional Materials Used in Community Colleges, Second Edition.
INSTITUTION	California Univ., Los Angeles. ERIC Clearinghouse for Junior Coll. Information.; California Univ., Los Angeles. School of Education.
SPONS AGENCY	Danforth Foundation, St. Louis, Mo.
PUB DATE	72
NOTE	278p.
AVAILABLE FROM	UCLA Students' Store, 308 Westwood Plaza, Los Angeles, California 90024 ($4.50)
EDRS PRICE	MF-$0.65 HC-$9.87
DESCRIPTORS	*Autoinstructional Aids; Directories; *Independent Study; *Instructional Materials; *Junior Colleges; *Teaching Methods
IDENTIFIERS	*Danforth Junior College Program

ABSTRACT

This directory is a second and more inclusive edition of an earlier ERIC collection of self-instructional materials (see ED 053 720). Topical packages, prepared by contributing junior college instructors are listed according to the subject matter. Information on each page includes the author's name, institution (address and phone number), and the number and titles of the individual packages. Specific information about the materials can be obtained from the author. (RN)

ED 066156

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The UCLA DANFORTH Junior College Program

A DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS USED IN COMMUNITY COLLEGES

Second Edition

M. STEPHEN SHELDON
YOUNG PARK
Compilers and Editors

JC 720 197

The UCLA Danforth Junior College Program
and
ERIC Clearinghouse for Junior Colleges
University of California
Los Angeles 90024
1972

UNIVERSITY OF CALIF.
LOS ANGELES

OCT 4 1972

CLEARINGHOUSE FOR
JUNIOR COLLEGE
INFORMATION

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS USED IN COMMUNITY COLLEGES

Publication of this enlarged second edition of the Directory of Self-Instructional Materials is a clear indication of several instructional developments in the community college. First, there is a universal trend in community colleges toward seeking ways of improving instruction. Second, self-instructional methods and materials are being used in more colleges and subject matter areas than any other type of instructional innovation. Third, institutions are committing more of their resources to the development of new instructional methods.

Specific information about the materials may be obtained by contacting the author directly. Included on each page are the author, institution (address and phone number), and the number and titles of the individual packages. There is an exception to this format. Mt. San Jacinto College has such an extensive list of materials that it is listed by institution.

As with the first edition, the UCLA Danforth Junior College Program and the ERIC Clearinghouse for Junior Colleges have cooperated in publishing this edition. Credit for assistance in compiling the data and editing the manuscript involves many people on the Clearinghouse staff, especially Kary Arimoto. As a means of making the information uniform and for the sake of brevity, we have taken the liberty of editing the copy and assume all responsibility for the subject matter groupings.

M. Stephen Sheldon
Young Park
1972

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DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject	ADVERTISING DESIGN
Author	H. William Bockus, Jr.
Institution	Pasadena City College 1570 E. Colorado Blvd. Pasadena, Calif. 91106 Phone: (213) 795-6961
Title of Course	Art 50A, 50B, Advertising Design
Number of Packages in Instruction Unit	1
Title of Package(s)	Advertising Graphics

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject	ADVERTISING TYPE SPECIFICATION
Author	John A. Davenport
Institution	Oakland Community College 2480 Opdyke Road Bloomfield Hills, Mich. 48013 Phone: (313) 647-6200
Title of Course	Art 204, Graphic Reproduction
Number of Packages in Instruction Unit	2
Title of Package(s)	1. Graphic Reproduction - Identifying and Measuring Type 2. Graphic Reproduction - Copyfitting and Specifying Type

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject ART

Author Elizabeth S. Bennett

Institution Mount Olive College
Mount Olive, N. C. 28365
Phone: (919) 658-2502

Title of Course Art Appreciation

Number of Packages in Instruction Unit 17

Title of Package(s)

1. The Arts of the Home
2. The Arts of the Community
3. The Arts of Religion
4. The Arts of Industry
5. The Arts of Commerce
6. Wood, Metal, Plastics
7. Ceramics and Glass
8. Fabrics
9. Printing and Graphic Processes
10. Photography
11. Form, Line, Texture, and Space
12. Light and Color
13. Design: Formal Organization in Art
14. The Principles of Design
15. Painting
16. Sculpture
17. Architecture

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject	ART
Author	Jim Davis
Institution	Kittrell Junior College Kittrell, N. C. 27544 Phone: (919) 492-2131
Title of Course	Art Appreciation
Number of Packages in Instruction Unit	14

Title of Package(s)

1. Prehistoric and Primitive Art
2. Egyptian Art
3. Art of the Near East (Sumeria)
4. The Parthenon (A Study in Greek Style)
5. Early Christian and Byzantine Art
6. The Gothic Style
7. The Italian Renaissance
8. The Italian Baroque
9. Rembrandt (A Sketch)
10. Michelangelo (A Portrait)
11. The Neoclassical Style
12. Impressionism and Realism
13. Picasso and Modern Art
14. Optical Art

Subject	VISUAL ARTS
Author	Mary Ann Lee
Institution	Tarrant County Junior College. NE 828 Harwood Road Hurst. Tex. 76053 Phone: (817) 281-7860
Title of Course	Humanities II
Number of Packages in Instruction Unit	1
Title of Package(s)	Visual Arts

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject	ART
Author	Kenneth Y. Smith
Institution	Greenville Technical Education Center Box 5616, Sta. B Greenville, S.C. 29606 Phone: (803) 242-3170
Title of Course	Art 135, Basic Freehand Techniques
Number of Packages in Instruction Unit	1
Title of Package(s)	Shades and Shadows

Subject	AUTOMOTIVE
Author	Donald William Patten
Institution	Central Carolina Technical Institute Route 2, Box 55 Sanford, N.C. 27330 Phone: (919) 775-5401
Title of Course	
Number of Packages in Instruction Unit	5
Title of Package(s)	1. Battery Post Cleaner 2. Sun Battery Starter Tester 3. Battery Cell Probes 4. Portable Battery Charger 5. General Motors Delcotron Alternator

Subject	AUTOMOTIVE ELECTRICAL SYSTEMS
Author	Claud C. Hunter
Institution	Center Piedmont Community College 1141 Elizabeth Ave. Charlotte, N.C. 28204 Phone: (704) 372-2590
Title of Course	Automotive Electrical Systems Automotive Fuel Systems
Number of Packages in Instruction Unit	20

Title of Package(s)

1. The Chev Ignition System
2. The Ford Ignition System
3. The Dodge 318 Ignition System
4. The D.S. (Chev) Generator
5. The D.C. (Ford) Generator
6. The Chev Cranking Motor
7. The Ford Cranking Motor
8. The Dodge Cranking Motor
9. The Ford A.C. Generator
10. The Delcotron Generator
11. The Chrysler Alternator
12. The Solder Practice Program
13. The Rochester Single BBI Cam 6
14. The 2 GC Rochester Carburetor
15. The 4 GC Rochester Carburetor
16. The Holly Single BBI Program
17. The ABD Carten Program
18. The 4300 Autolite Carburetor
19. The Rochester Quadrajet Carburetor
20. The Ford 2-Barrel Carburetor

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject	AUTOMOTIVE ELECTRICAL SYSTEMS
Author	Donald William Patten
Institution	Central Carolina Technical Institute Route 2, Box 55 Sanford, N.C. 27330 Phone: (919) 775-[illegible]01
Title of Course	Auto 1102 A
Number of Packages in Instruction Unit	1
Title of Package(s)	Sun Model "V" Voltmeter

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject AUTOMOTIVE ENGINE REPAIR

Author

Institution
Southern California Regional Occupational Center
2300 Crenshaw Blvd.
Torrance, Calif. 90506
Phone: (213) 320-6700

Title of Course Auto Engine Repair

Number of Packages in Instruction Unit 38

Title of Package(s)

5.2.A	Engine Repair Shop Safety - Automotive Shop
6.2.A	Measuring Instruments
8.2.A	Engine Gaskets and Seals
8.3.A	Engine Filters
10.4.A	Shop Orders
11.1.A	Auto Engine Removal
11.2.A	Disassembly Procedures for GM 6 Cylinder Engine
11.2.B	Disassembly Procedures for GM Small Block V-8
11.2.C	Disassembly Procedures for GM Large Block V-8
11.2.D	Disassembly Procedures for Ford 6 Cylinder Engine
11.2.E	Disassembly Procedures for Ford Small Block V-8
11.2.F	Disassembly Procedures for Ford Large Block V-8
11.2.G	Disassembly Procedures for Chrysler Slant 6 Engine
11.2.H	Disassembly Procedures for V-8 Engine
13.2.A	Removal of Pistons, Rings, and Connecting Rods
13.5.A	Installation of Piston Rings
14.1.A	Crankshaft Checking, Measuring, and Reconditioning
15.6.A	Reconditioning Threads
16.8.A	Valve Removal and Reassembly
16.9.A	Valve Reconditioning
16.12.A	Valve Seat Reconditioning
17.1.A	Cam Shaft Bearing Installation
18.2.A	Lubrication Systems
19.1.A	Cooling Systems
20.2.A	Assembly of GM 6 Cylinder Engine
20.2.B	Assembly of GM Small Block V-8
20.2.C	Assembly of GM Large Block V-8
20.2.D	Assembly of Ford 6 Cylinder Engine
20.2.E	Assembly of Ford Small Block V-8
20.2.F	Assembly of Ford Large Block V-8
20.2.G	Assembly of Chrysler Slant 6 Engine
20.2.H	Assembly of Chrysler V-8 Engine
21.4.A	Fuel Systems
21.4.B	Emission Control Systems
23.7.A	Electrical Systems
25.2.A	Engine Reinstallation
25.2.B	Clutches
27.5.A	Initial (Basic) Timing

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject AUTOMOTIVE MECHANICS

Author

Institution Lane Community College
Eugene, Ore. 97405
Phone: (503) 747-4501

Title of Course Auto Diesel 3

Number of Packages in Instruction Unit 21

Title of Package(s)

1. Identifying Carburetor Main Systems
2. Power Circuits
3. Accelerating Pumps
4. Four-Barrel Carburetor
5. Making Carburetor Adjustments
6. Servicing Carburetor Accessories
7. Carburetor Overhauling
8. Removing and Installing Carburetors
9. Fuel and Vacuum Pumps
10. Fuel/Air Filters and Fuel Tanks
11. Intake and Exhaust Systems, Servicing Components
12. Emission Control Systems
13. The Fuel System
14. Servicing Automotive Batteries
15. A-C Charging System
16. Primary Ignition Circuits
17. The Secondary Ignition Circuit
18. Ignition Distributor
19. D-C Charging System
20. Cranking Circuit
21. Lighting and Accessory Circuits

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject	AUTOMOTIVE MECHANICS
Author	William Loukides
Institution	Greenville Technical Education Center P.O. Box 5616, Sta. B Greenville. S.C. 29606 Phone: (803) 242-3170
Title of Course	Automotive Mechanics
Number of Packages in Instruction Unit	1
Title of Package(s)	Automotive Mechanics

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject AUTOMOTIVE PAINT SPECIALIST

Author

Institution Southern California Regional Occupational Center
2300 Crenshaw Blvd
Torrance, Calif. 90506
Phone: (213) 320-6700

Title of Course Automotive Painting

Number of Packages in Instruction Unit 57

Title of Package(s)

1.5.A	Automotive Painting Safety
3.3.A	Basic Shop Equipment
3.3.B	The Suction Feed Spray Gun
3.3.C	The Pressure Feed Spray Gun
3.3.D	Spray Gun Adjustment and Spray Patterns
3.3.E	Spray Equipment: Air Compressors
3.3.F	Spray Equipment: Air Transformers
3.3.G	Spray Equipment: Air Line Size and Selection
3.3.H	Spray Equipment: Booths
3.3.I	Spray Equipment: Baking and Drying
3.4.A	Spray Equipment: Setups
3.4.B	Cleaning the Suction Feed Spray Gun
3.4.C	Cleaning the Pressure Feed Spray Gun
3.5.A	Refinishing Materials
3.5.B	Undercoat Application: Primer-Surfacers
3.5.C	Undercoat Application: Sealers
3.5.D	Rubbing Compounds and Polishes
3.6.A	Topcoats: Selection
3.6.B	Topcoats: Color Determination and Preparation
3.6.C	Topcoats: Initial Color Matching and Correction
3.6.D	Topcoats: Color Tinting Techniques
4.1.A	Surface Preparation
4.1.B	Minor Repair Procedures: Polishing and Buffing
4.1.C	Minor Repair Procedures: Brush and Compound Touch-up
4.2.A	Masking Procedures
4.3.A	Basic Spraying Techniques
4.3.B	Defective Spray Patterns
4.3.C	Paint Problems: Bubbles, Blisters, and Pop-Ups
4.3.D	Paint Problems: Chipping
4.3.E	Paint Problems: Color Mismatch
4.3.F	Paint Problems: Cracked/Checked Finish
4.3.G	Paint Problems: Craters and Fisheyes
4.3.H	Paint Problems: Foreign Material Contamination
4.3.I	Paint Problems: Lifting
4.3.J	Paint Problems: Metal Finishing Marks
4.3.K	Paint Problems: Orange Peel

4.3.L Paint Problems: Overspray
4.3.M Paint Problems: Peeling
4.3.N Paint Problems: Sags and Runs
4.3.O Paint Problems: Slow Drying
4.3.P Paint Problems: Water Spotting
4.3.Q Paint Problems: Wrinkling
4.3.R Paint Problems: Mottle
4.5.A Sanding Abrasives
4.5.B Hand Sanding Techniques
4.5.C Power Sanding Techniques
4.5.D Complete Finish Removal and Metal Conditioning
4.6.A Acrylic Enamel and Enamel Application
4.6.B Acrylic Lacquer Application
4.6.C Interior Repainting
4.6.D Pressure Sensitive Wood Grain Transfer Film Repair and Removal
4.6.E Pressure Sensitive Wood Grain Transfer Film Application
4.6.F Painted Accent Stripes
4.6.G Vinyl Tape Accent Stripes
4.6.H Spray-On Vinyl Roof Preparation
4.6.I Spray-On Vinyl Roof Application
4.7.A Polishing and Detailing

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject AUTOMOTIVE POWER MECHANICS

Author

Institution Southern California Regional Occupational Center
2300 Crenshaw Blvd.
Torrance, Calif. 90506
Phone: (213) 320-6700

Title of Course Power Mechanics

Number of Packages in Instruction Unit 70

Title of Package(s)

2.2.A	Basic Hand Tools
2.2.B	Introduction to Hand Tools - Torque Wrench
2.2.C	Introduction to Hand Tools - Special Tools
2.2.D	Motor Familiarization - Mercury
2.2.E	Motor Familiarization: Mounting and Dismounting
2.2.F	Motor Familiarization - Johnson-Evinrude
2.3.A	Principles of Ignition - Two Cycle
2.4.A	Electrical Signs and Symbols
2.4.B	Reading Schematics
3.1.A	Magneto Theory: Under-The-Flywheel
[illegible].1.B	Magneto Theory: External
3.1.C	Common Magneto Malfunctions
[illegible].2.A	Magneto Overhaul
[illegible]	Function and Operation of Distributors
3.3.B	Common Distributor Malfunctions
3.4.A	Distributor Overhaul
3.5.A	Capacitor-Discharge Ignition Systems
3.6.A	Capacitor-Discharge Ignition System Overhaul
4.1.A	Two Cycle Carburetion Theory
4.2.A	Disassembly of the Evinrude-Johnson Carburetor
4.2.B	Disassembly of the Mercury Carburetor
4.2.C	Reassembly of the Evinrude-Johnson Carburetor
4.2.D	Reassembly of the Mercury Carburetor
4.2.E	Disassembly of the Chrysler 55 H.P. Carburetor
4.2.F	Reassembly of the Chrysler 55 H.P. Carburetor
4.3.A	Fuel Pump Theory
4.4.A	Disassembly of the Evinrude Fuel Pump
4.4.B	Disassembly of Mercury Fuel Pump
4.4.C	Reassembly of the Evinrude Fuel Pump
4.4.D	Reassembly of Mercury Fuel Pump
4.5.A	Fuel Tank Operation and Function Non-Pressurized
4.6.A	Fuel Tank Disassembly and Overhaul
4.6.B	Reassembly of Non-Pressurized Fuel Tank

5.1.A	Power Head Operation and Function
5.2.A	Disassembly of the O.M.C Power Heads
5.2.B	Disassembly of the Mercury Power Heads
5.2.C	Disassembly of Chrysler Power Heads
5.2.D	Reassembly of Evinrude Power Heads
5.2.E	Reassembly of Mercury Power Heads
5.2.F	Reassembly of Chrysler Power Heads
5.4.A	Lower End Unit Operation and Function
5.4.B	Lower End Unit Operation and Function (Johnson-Evinrude 110 H.P. Electric shift)
5.4.C	Lower End Unit Operation and Function (Johnson-Evinrude 85 H.P.)
5.5.A	Disassembly of Evinrude Lower End Unit (85 H.P.)
5.5.B	Disassembly of Mercury Lower End Units
5.5.C	Disassembly of Chrysler Lower End Units
5.5.D	Reassembly of the Evinrude Lower End Units (85 H.P.)
5.5.E	Reassembly of Mercury Lower End Units
5.5.F	Reassembly of Chrysler Lower End Units
6.1.A	Starter System Operation and Function
6.1.B	Disassembly of Johnson-Evinrude Starter Units
6.1.C	Disassembly of Mercury Starter Units
6.1.D	Disassembly of Chrysler Starter Units
6.1.E	Reassembly of the Johnson-Evinrude Starter Units
6.1.F	Reassembly of the Mercury Starter Unit
6.1.G	Reassembly of Chrysler Starter Unit
6.2.A	Generator System Operation and Function
6.2.B	Disassembly of Johnson-Evinrude Generators
6.2.C	Disassembly of the Chrysler Auto Electric
6.2.D	Reassembly of Johnson-Evinrude Generators
6.2.E	Reassembly of Chrysler Auto Electric
6.3.A	Alternator-Rectifier System Function and Operation
6.3.B	Disassembly of Johnson-Evinrude Alternator-Rectifier System
6.3.C	Disassembly of the Mercury Alternator-Rectifier System
6.3.D	Disassembly of the Chrysler Alternator-Generator System
6.3.E	Reassembly of Johnson-Evinrude Alternator-Rectifier System
6.3.F	Reassembly of Chrysler Alternator-Generator System
7.1.A	Motor Trouble-Shooting
7.2.A	Motor Maintenance - Winterizing and Dewinterizing
8.1.A	Steering Assemblies Installation

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject AUTOMOTIVE TRANSMISSION REPAIR

Author

Institution Southern California Regional Occupational Center
2300 Crenshaw Blvd.
Torrance, Calif. 90506
Phone: (213) 320-6700

Title of Course Auto Transmission Repair

Number of Packages in Instruction Unit 48

Title of Package(s)

3.1	Tools and Terminology
3.2	Information Location
3.3.A	Hydraulic Applications
3.3.B	Hydraulic Applications
3.4.A	Theory of Power Conversion and Transmission
3.4.B	Power Conversion and Transmission-Planetary Gears
3.4.C	Power Conversion and Transmission-Fluid Coupling
3.4.D	Power Conversion and Transmission-Torque Converters
3.5.A	Automatic Transmission Operation
3.5.B	Turbo Hydra-Matic Transmission Operation
3.5.C	Ford C-6 Operation
3.5.D	Ford C-4 Operation
3.5.E	Torqueflite Operation
3.5.F	Powerglide Operation
3.6	Hydraulic Control Systems
3.7	The Manual Transmission
4.2	Fluid Level and Condition
4.3	Road Testing Automatic Transmissions
4.4	Engine Check
4.5	Linkage Adjustment
4.6	Leakage Check
4.7	The Stall Test
4.8.A	On-the-Car-Service
4.8.B	On-the-Car-Service
4.8.C	On-the-Car-Service
5.1	Automatic Transmission Removal - General Procedures
5.2.A	Torqueflite Disassembly
5.2.B	Torqueflite Subassembly Overhaul, Part I
5.2.C	Torqueflite Subassembly Overhaul, Part II
5.2.D	Reassembly of Torqueflite Transmission
5.2.E	Ford C-6 Disassembly
5.2.F	Ford C-6 Subassembly Overhaul, Part I
5.2.G	Ford C-6 Subassembly Overhaul, Part II
5.2.H	Reassembly of Ford C-6 Transmission
5.2.I	Ford C-4 Transmission Disassembly
5.2.J	Ford C-4 Subassembly Overhaul, Part I
5.2.K	Ford C-4 Subassembly Overhaul, Part II
5.2.L	Reassembly of Ford C-4 Transmission
5.3.A	Turbo Hydra-Matic Disassembly

5.3.B Turbo Hydra-Matic Subassembly Overhaul, Part I
5.3.C Turbo Hydra-Matic Subassembly Overhaul, Part II
5.3.D Turbo Hydra-Matic Subassembly Overhaul, Part III
5.3.E Reassembly of Turbo Hydra-Matic Transmission
5.3.F Powerglide Assembly
5.3.G Powerglide Subassembly Overhaul, Part I
5.3.H Powerglide Subassembly Overhaul, Part II
5.3.I Reassembly of Powerglide Transmission
5.4 Automatic Transmission Installation

Subject AUTOMOTIVE TUNE-UP

Author

Institution Southern California Regional Occupational Center
2300 Crenshaw Blvd.
Torrance, Calif. 90506
Phone: (213) 320-6700

Title of Course Automotive Tune-Up

Number of Packages in Instruction Unit 111

Title of Package(s)

2.1.A	Fundamentals of Math
2.1.B	Decimals, Millimeters, and Conversion (Script)
2.1.C	Measurement
2.2.A	Specifications, Procedures, and Manuals
2.3.A	Tool Identification and Use
2.3.B	Fasteners, Types and Uses
2.4.A	Procedure to Drill and Tap
2.5.A-B	Auto Engine Fundamentals
2.6.A	Compression Test
2.6.B	Cylinder Leakage Test
2.7.A	Principles of Valve Adjustment
2.7.B	Valve Adjustment - Solid Lifters
2.7.C	Valve Adjustment - Solid Lifters
2.7.D	Hydraulic Valve Lifter Adjustment
2.8.A	Smog Control Theory
2.8.B	Smog Control - Applying for an Installer's License
2.8.C-1	Smog Control - Exhaust Emission Controls: Air Injection System
2.8.C-2	Smog Control - Exhaust Emission Controls: Engine Modification System
2.8.D	Smog Control - Evaporative Loss Control Systems
2.8.E	Smog Control - Crankcase Emission Control Devices
2.8.F	Thermostatic Vacuum Control Valves
2.8.G	Use of Exhaust Analyzer
3.1.A	Basic Electron Theory
3.2.A	Ohm's Law (Script)
3.3.A	Principles of Magnetism
3.4.A	Voltage
3.4.B	Current
3.4.C	Resistance
3.6.A	Electrical Circuitry
3.7.A	How to Read Electrical Wiring Diagrams
3.8.A	Introduction to Electrical Testing Devices
3.8.B	Use of Voltmeter
3.8.C	Use of Ohmmeter
3.8.D	Use of Tach-Dwell Panel
3.8.E	Volt-Amp Tester Hookup
4.2.A	How to Use a Battery Charger
4.2.B	Proper Use of a Battery Hydrometer
4.2.C	Three Minute Battery Check
4.2.D	High Discharge Battery Discharge Test
4.3.A	Battery Preparation
4.4.B	Battery Replacement (Audio Only)

4.7.A	Starting Circuit Operation
4.7.B	Visual Inspection of Starting Circuit (Audio)
4.8.A	Starting Circuit Voltmeter Test
4.8.B	Starter Draw Test
4.8.C	Starter Armature Inspection
4.8.D	Starter Field and Frame Inspection
4.8.E	Commutator End-Head Inspection
4.8.F	Starter No-Load Test
4.8.G	Starter Removal and Replacement
4.9.B	Bendix Starter Drive
4.9.C	Overrunning Clutch Starter Drive
4.9.D-2	Bendix Drive Removal and Replacement
4.9.E	Overrunning Clutch Starter Drive Removal and Replacement
5.1.A	A and B Circuits
5.1.B	D.C. Generator Tests
5.1.C	D.C. Output Test and Resistance Test
5.2.A	Cut-Out Relay Adjustment
5.3.A	Current Regulator Adjustment
5.4.A	Voltage Regulator Adjustment
5.6.A	Replace and Adjust Fan Belt
5.8.A	A.C. Generator Circuits
5.8.B	A.C. Generator Tests
5.8.C	Alternator Output Test and Circuit Resistance Tests (Script)
5.9.A	Adjustment of A.C. Voltage Regulator
6.1.A	Ignition Circuitry Malfunctions
6.1.B	Circuit Resistance
6.2.A	Visual Inspection of Coil (Audio)
6.2.B	Visual Inspection of Condenser (Audio Only)
6.2.B	Visual Inspection of Condenser
6.2.C	Coil Polarity Tests
6.2.D	Condenser Tests
6.2.E	Read and Interpret Oscilloscope Patterns
6.3.A	Contact Breaker Points
6.3.B	Cam Angle, Centrifugal and Vacuum Advance
6.3.C	Firing Pattern Check
6.4.A	Conventional and Resistor Spark Plugs
6.4.B	Spark Plug Secondary Suppression Check
6.4.C	Plug Diagnosis
6.4.D	Spark Plug Conversion (Audio)
6.4.E	Preparation and Installation of Spark Plugs
6.5.A	Ignition Timing Procedure - Engine Running
7.1.A	Carburetor Principles - Float, Fuel Inlet System
7.1.B	Carburetor Principles - Idle & Low Speed Circuit
7.1.C	Carburetor Circuitry Function - Main System
7.1.D	Carburetor Circuitry Function - Power System
7.1.E	Carburetor Circuitry Function - Accelerator Pump
7.1.F	Carburetor Circuitry Function - Choke System
7.3.A	Carburetor Removal Rochester 4MV
7.3.B	Carburetor Disassembly & Cleaning Rochester 4MV
7.3.C	Carburetor Installation and Adjustment
7.3.D-E	Carburetor Assembly & Adjustment 4MV (2)
7.3.F	Carburetor Overhaul Rochester Monojet (3)
7.3.G	Carburetor Overhaul Carter AFB (3)
7.3.H	Carburetor Overhaul Ford 4300 (3)
7.3.I	Carburetor Overhaul Holly 4150 (3)
7.4.A	Fuel Pump Vacuum Pressure and Fuel Flow Test Procedure

7.4.B Fuel Pump Removal & Replacement
7.5.A Carburetor Air Cleaner Theory
8.2.A Radiator Pressure Cap Test
8.3.A Cooling System Leakage & Detection Test Procedure
8.4.A Thermostats - Theory and Function
8.4.B Thermostat Removal & Replacement
8.5.A Water Pump - Theory and Testing
8.5.B Water Pump - Removal & Replacement

TECHNAMATION

3.6.B Simple Electric Circuit
5.1.D D.C. Charging Circuit
5.8.D A.C. Charging Circuit
6.5.B Ignition Timing
7.1.G Fuel Flow
8.3.G Engine Cooling System

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject BRAKES AND FRONT END

Author

Institution
Southern California Regional Occupational Center
2300 Crenshaw Blvd.
Torrance, Calif. 90506
Phone: (213) 320-6700

Title of Course Brakes and Front End

Number of Packages in Instruction Unit 49

Title of Package(s)

2.1.A	Basic Math: Addition and Subtraction
2.1.B	Basic Math: Multiplication
2.1.C	Basic Math: Division, Measurement, Metric System
2.2.A	Hydraulic Principles
2.2.B	Hydraulic Applications
2.3	Information Location
2.4.A	Special Tools
2.4.B	Fasteners
2.4.C	Brake Hardware
2.4.D	Hand Tools
2.5	Terminology and Nomenclature
2.7.A	Inspection Reports: Suspension
2.7.B	Inspection Reports: Brakes
3.1	Principles of Frame Construction
3.2.A	The Front Suspension System: Solid Axle
3.2.B	The Front Suspension System: Independent
3.3.A	Front Suspension Components
3.3.B	Removal and Replacement - Coil Spring
3.3.C	Removal and Replacement - Torsion Bar
3.3.D	Removal and Replacement - Shock Absorber
3.4.A	Rear Suspension Systems
3.4.B	Rear Wheel Tracking
3.5	Front End Geometry
3.6	Suspension Height
3.7.A	Ball Joint - Theory
3.7.B	Ball Joint - Removal
3.7.C	Ball Joints - Riveted and Bolted
3.7.D	Ball Joints - Threaded and Pressed in
3.7.E	Tie Rod End Replacement
3.7.F	King Pin Replacement
4.1.A	The Manual Steering System
4.1.B	Power Assisted Steering Systems
4.2	Steering Linkage
4.3	Idler Arm Replacement
4.4	The Wheel and Tire
4.5.A	Static Balance
4.5.B	Dynamic Balance
5.1.A	Hydraulic Braking System
5.1.B	Power Assisted Braking System
5.1.C	Drum Brakes
5.1.D	Disc Brakes
5.2.A	A Master Cylinder
5.2.B	Wheel Cylinders

5.3.A Minor Brake Adjustment
5.3.B Major Brake Adjustment
5.3.C Parking Brake Adjustment
5.4.A Pressure Bleeding Brake Systems
5.4.B Hand Bleeding Brake System
5.4.C Flushing Hydraulic Brake Systems

Subject	AVIATION MAINTENANCE
Author	Leslie Henderson
Institution	Everett Community College 801 Westmore Everett, Wash. 98201 Phone: (206) 259-7151
Title of Course	AVA 60 Aviation Maintenance Technique
Number of Packages in Instruction Unit	1
Title of Package(s)	Operation of Magnaflux Machine

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject	BIOLOGY
Author	Earl D. Bean
Institution	Sacramento City College Sacramento, Calif. 95822 Phone: (916) 449-7531
Title of Course	
Number of Packages in Instruction Unit	1
Title of Package(s)	Solution Chemical and Bio-Physico-Chemico Characteristics of Cell Transport

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject	BIOLOGY
Author	Charles Blake
Institution	Ocean County College Hooper Avenue Toms River, N.J. 08753 Phone: (201) 255-4000
Title of Course	Science 161, General Biology 1
Number of Packages in Instruction Unit	1
Title of Package(s)	The Parts of the Microscope

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject	BIOLOGY
Author	Edwin Burling
Institution	De Anza College Cupertino, Calif. 95014 Phone: (408) 257-5550
Title of Course	
Number of Packages in Instruction Unit	1
Title of Package(s)	Protein Synthesis

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject	BIOLOGY
Author	Edwin Burling
Institution	De Anza College Cupertino, Calif. 95014 Phone: (408) 257-5550
Title of Course	
Number of Packages in Instruction Unit	1
Title of Package(s)	Energy, the Staff of Life

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject	BIOLOGY
Author	Richard A. Dodge
Institution	Columbia Junior College P. O. Box 1849 Columbia, Calif. 95310 Phone: (209) 532-3141
Title of Course	Principles of Plant Biology
Number of Packages in Instruction Unit	15

Title of Package(s)

1. Introduction to Plant Science
2. Plant Classification
3. The Algae
4. The Fungi
5. Bryophytes and Primitive Land Plants
6. Seed Plants
7. Cells and Tissues
8. Organ Systems: The Root
9. Organ Systems: Stems
10. Organ Systems: Leaf
11. Populations, Species, and Communities
12. Soils and Plant Nutrition
13. Water and Translocation
14. Photosynthesis
15. Respiration

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject	BIOLOGY
Author	Gilbert M. Dominquez
Institution	Mt. San Antonio College Walnut, Calif. 91789 Phone: (213) 339-7331
Title of Course	Introductory Biology
Number of Packages in Instruction Unit	1
Title of Package(s)	The Origin of Life

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject	BIOLOGY
Author	Robert T. Galbraith
Institution	San Bernardino Valley College San Bernardino, Calif. 92403 Phone: (714) 885-0231
Title of Course	
Number of Packages in Instruction Unit	4
Title of Package(s)	1. Energy and Life 2. Food Pyramid I 3. Food Pyramid II 4. Food Chains and Webs

Subject	BIOLOGY
Author	Kenneth Guinasso
Institution	Laney College Oakland, Calif. 94606 Phone: (415) 834-5740
Title of Course	
Number of Packages in Instruction Unit	1
Title of Package(s)	Ecology (A Sub-Section on Biomes)

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject	BIOLOGY
Author	Arthur Harkin
Institution	Foothill College Los Altos Hills, Calif. 94022 Phone: (415) 948-8590
Title of Course	
Number of Packages in Instruction Unit	1
Title of Package(s)	Basic Body Regions and Terms of Anatomical Reference

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject BIOLOGY

Author Donald A. Jones

Institution

Columbia Junior College
P. O. Box 1849
Columbia, Calif. 95310
Phone: (209) 532-3141

Title of Course Fundamentals of Biology

Number of Packages in Instruction Unit 30

Title of Package(s)

1. What is Science
2. Compound Microscope
3. Dissecting Microscope
4. Origin of Life, Part I
5. Origin of Life, Part II
6. Photosynthesis
7. Cells and Cellular Differentiation Part I
8. Cells and Cellular Differentiation Part II
9. Construction of an Experiment
10. Molecular Movement
11. Coordination in Breathing
12. Circulation of Blood
13. DNA - RNA Models
14. Protein Synthesis
15. Enzymes
16. Nerves and Auxins
17. Reproduction
18. Meiosis
19. Embryology
20. Genetics
21. Graphs
22. Evolution, Part I
23. Evolution, Part II
24. Ecology, Part I
25. Ecology, Part II
26. Microtechniques
27. Growth Chamber
28. Cells: Structural Basis of Life
29. Community Service Projects - open-ended
30. Text Laboratory Activities

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject	BIOLOGY
Author	Jack Kildebeck
Institution	Bakersfield College Bakersfield, Calif. 93305 Phone: (805) 871-7120
Title of Course	
Number of Packages in Instruction Unit	4
Title of Package(s)	Classical Genetics

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject	BIOLOGY
Author	David Kingsley
Institution	Genesee Community College 3837 West Main St. Road Batavia, N.Y. 14020 Phone: (716) 343-0055
Title of Course	Biology 100, Principles of Biology
Number of Packages in Instruction Unit	1
Title of Package(s)	Biology for Independent Study

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject	BIOLOGY
Author	Mary Leonard
Institution	Aquinas Junior College 4210 Harding Road Nashville, Tenn. 37205 Phone: (615) 297-7545
Title of Course	General Biology
Number of Packages in Instruction Unit	3
Title of Package(s)	1. The Structure and Function of the Cell and Its Organelles 2. Protozoa 3. Arthropod

Subject	BIOLOGY
Author	Lorelle F. Martin and Willis A. Brown, Jr.
Institution	Mount Olive College Mount Olive, N.C. 28365 Phone: (919) 658-2502
Title of Course	Principles of Biology
Number of Packages in Instruction Unit	11

Title of Package(s)

1. Scientific and Biological Background
2. Chemical Background
3. Organic Molecules and Cells
4. The Origin and Development of Life
5. Ecology and Evolution
6. Photosynthesis
7. Synthesis Metabolism and Nutrition
8. Respiration
9. Genetic Codes and Patterns of Propagation
10. Heredity
11. Review of Units 1-10

Subject	BIOLOGY
Author	George L. Moore
Institution	American River College Sacramento, Calif. 95841 Phone: (916) 484-8011
Title of Course	The Cell
Number of Packages in Instruction Unit	3
Title of Package(s)	1. History of the Microscope 2. Cell Theory, Cell Structure and Function 3. Spectrophotometer: Principles, Applications, and Use

Subject BIOLOGY

Author Samuel E. Moyer

Institution Burlington County College
Pemberton, N.J. 08068
Phone: (609) 894-9311

Title of Course BIO 101, Principles of Biology and its Implications

Number of Packages in Instruction Unit 10

Title of Package(s)

1. People and their Biological Needs
2. Energy Matter and Problems of Environment
3. Biology of Populations
4. Principles of Ecology
5. Biology of Sex and V.D.
6. Reproduction & Growth I: Hormones and Reproductive Processes. II: Body Cells and Sex Cells, Their Genetic Machinery
7. Heredity I: Introduction to Mendelian Inheritance. II: Human Heredity
8. Principles of Evolution

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject	BIOLOGY
Author	Samuel E. Moyer
Institution	Burlington County College Pemberton, N.J. 08068 Phone: (609) 894-9311
Title of Course	BIO 109, Anatomy and Physiology
Number of Packages in Instruction Unit	1
Title of Package(s)	

Subject	BIOLOGY
Author	Gail Newkirk
Institution	Antelope Valley College Landcaster, Calif. 93534 Phone: (805) 943-3241
Title of Course	Basic Chemical and Physical Processes of Living Things
Number of Packages in Instruction Unit	4
Title of Package(s)	1. Introduction to Basic Chemistry 2. Discussions and Questions Related to Electrical Charge 3. How to Read a Periodic Table 4. Empirical and Structural Formation

Subject	BIOLOGY
Author	Charles D. Paige
Institution	Cerritos College Norwalk, Calif. 90650 Phone: (213) 860-2451
Title of Course	Ecology
Number of Packages in Instruction Unit	4
Title of Package(s)	1. Variations and Adaptation 2. Physical Factors of the Environment Part I 3. Physical Factors of the Environment Part I 4. Biotic Factors of the Environment

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject	BIOLOGY
Author	Lloyd Pederson
Institution	San Joaquin Delta College Stockton, Calif. 95204 Phone: (209) 466-2631
Title of Course	Characteristics of Life; Locomotor Structure of Microorganisms
Number of Packages in Instruction Unit	2
Title of Package(s)	1. Characteristics of Life 2. Locomotor Structure of Microorganisms

Subject	BIOLOGY
Author	George Price
Institution	Los Angeles Harbor College Wilmington, Calif. 90744 Phone: (213) 835-0161
Title of Course	
Number of Packages in Instruction Unit	2
Title of Package(s)	1. An Introduction to Ecology: Subtopics—Characteristics of Life; The Community; Habitat 2. The Ecosystem

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject	BIOLOGY
Author	Charles Rulon
Institution	Long Beach City College Long Beach, Calif. 90808 Phone: (213) 425-1221
Title of Course	
Number of Packages in Instruction Unit	1
Title of Package(s)	Growth of Human Population

Subject	BIOLOGY
Author	Monica E. Siegel
Institution	Palo Verde College Blythe, Calif. 92225 Phone: (714) 922-6168
Title of Course	
Number of Packages in Instruction Unit	3
Title of Package(s)	1. The Parts of the Plant 2. The Parts of the Flower 3. The Indented Key

Subject	BIOLOGY
Author	Darwin Thorpe
Institution	Compton College Compton, Calif. 90221 Phone: (213) 636-3391
Title of Course	
Number of Packages in Instruction Unit	2
Title of Package(s)	1. Human Population and the Standard of Living: Part 1 2. Human Population and the Standard of Living: Part II

Subject	BIOLOGY
Author	Suebelle Verity
Institution	Los Angeles Southwest College Los Angeles, Calif. 90047 Phone: (213) 757-9157
Title of Course	
Number of Packages in Instruction Unit	2
Title of Package(s)	1. The Metric System 2. The Microscope

Subject	BIOLOGY
Author	Wilbur L. Walston
Institution	Cypress College Cypress, Calif. 90630 Phone: (714) 826-2220
Title of Course	
Number of Packages in Instruction Unit	1
Title of Package(s)	DNA, RNA, Enzyme Structure and Function

Subject	BIOLOGY
Author	James L. Warner, Donald E. Wujek
Institution	Oakland Community College Auburn Hills Campus 2900 Featherstone Road Auburn Heights, Mich. 48057 Phone: (313) 852-1000
Title of Course	Principles of Biology
Number of Packages in Instruction Unit	9
Title of Package(s)	1. Classification of Organisms 2. Chemistry and Life 3. Cell Structure and Function 4. Photosynthesis 5. Cellular Respiration 6. Reproduction 7. Heredity 8. Evolution 9. Ecology

Subject	BIOLOGY
Author	David M. Wright
Institution	Porterville College Porterville, Calif. 93257 Phone: (805) 781-3130
Title of Course	
Number of Packages in Instruction Unit	1
Title of Package(s)	Terms of Reference in Anatomy

Subject	BIOLOGY
Author	Thomas Yale
Institution	Bakersfield College Bakersfield, Calif. 93305 Phone: (805) 871-7120
Title of Course	
Number of Packages in Instruction Unit	4
Title of Package(s)	1. The Gene 2. Duplication of DNA 3. The Need for Intermediate Compounds for Protein Synthesis 4. The Types of RNA

Subject	MICROBIOLOGY
Author	Sister Jane Frances Lamm, Sister Scholastica Lemmer
Institution	Presentation College Aberdeen, S.D. 57401 Phone: (605) 255-0420
Title of Course	Immunology
Number of Packages in Instruction Unit	3
Title of Package(s)	1. Antigens and Antibodies 2. Antigen-Antibody-Complement Reactions 3. ABO and RH Antigens and Antibodies

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject	BUSINESS
Author	Mrs. Ives E. Clark
Institution	Kittrell Junior College Kittrell,N.C. 27544 Phone: (919) 492-2131
Title of Course	Introduction to Business
Number of Packages in Instruction Unit	15

Title of Package(s)

1. The Nature of Business
2. Business and Environmental Factors
3. Opportunities in Business
4. Sole Proprietorships and Partnerships
5. Corporations
6. Management and Organization
7. Marketing—Its Nature and Scope
8. Wholesaling and Retailing
9. Prices and Pricing
10. Advertising Problems
11. International Aspects of Business
12. Location and Layout
13. Purchasing and Inventory Control
14. Production Problems
15. Employee Selection and Training

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject	BUSINESS
Author	Mrs. Ives E. Clark
Institution	Kittrell College Kittrell,N.C. 27544 Phone: (919) 492-2131
Title of Course	Office Machines and Filing
Number of Packages in Instruction Unit	9

Title of Package(s)

Office Machines

1. Introduction of the Touch Stroke Method of Entering Amounts on the 10-Key Keyboard (Part I)
2. Introduction of the Touch Stroke Method of Entering Amounts on the 10-Key Keyboard (Part II)
3. Performing Jobs on the Adding Machines and Electronic Calculators (Addition and Subtraction)
4. Performing Jobs on the Adding Machines and Electronic Calculators (Multiplication and Division)

Filing

1. Filing in the Business Office
2. Alphabetic Card Filing
3. Alphabetic Correspondence Filing
4. Other Filing Systems and Procedures
5. Records Management

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject	BUSINESS
Author	Mrs. Ives E. Clark
Institution	Kittrell College Kittrell, N. C. 27544 Phone: (919) 492-2131
Title of Course	Typing 103
Number of Packages in Instruction Unit	13

Title of Package(s)

1. Learning the Operative and Manipulative Parts of the Typewriter
2. Learning the Keyboard
3. Learning the Key Location for I, T, C, and . (period)
4. Learning General Typing Information
5. Learning the Key Location for O, R, Z, and N
6. Reviewing Strokes Learned to This Point
7. Learning the Key Location for U, W, B, and , (comma)
8. How to Set Tabs
9. Learning Correct Stroking Technique for Y, X, V, and P
10. Reviewing Tabulation
11. Learning Correct Stroking Technique for Q, M, &, and ? (question mark)
12. Reviewing the Backspacing Rules and Typing Drills Related to All of the Keys on the Keyboard
13. Reviewing Basic Skills Learned in Lessons 1-12

Subject BUSINESS

Author Mrs. Ives E. Clark

Institution Kittrell Junior College
Kittrell, N.C. 27544
Phone: (919) 492-2131

Title of Course Typing 104

Number of Packages in Instruction Unit 10

Title of Package(s)

1. Basic and Problem Skill
2. Typing Business Letters
3. "Business Letters with Special Features"
4. Special Communication Forms
5. Technical Papers and Business Reports
6. Measurement: Basic and Production Skills
7. Tables
8. Communications with Tables
9. Business Forms
10. Executive Communications

Subject	BUSINESS
Author	Teena Culp
Institution	Mount Olive College Mount Olive, N.C. 28365 Phone: (919) 658-2502
Title of Course	Office Practice 222
Number of Packages in Instruction Unit	16

Title of Package(s)

1. Why I Want to Be a Secretary
2. Appropriate Dress and the Secretary's Work Day
3. Mastery of the Typewriter (Executive)
4. Filing
5. Processing Mail
6. Taking and Giving Dictation
7. Composition
8. Superior Telephone Technique
9. Job Interview
10. Special Telephone and Telegraphic Services
11. Handling Details of Meetings
12. Handling Travel Arrangements
13. Bank Services— How to Use Them
14. Legal Facets of Secretarial Work
15. Planning Your Future
16. Your Greatest Asset

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject	BUSINESS
Author	Teena Culp
Institution	Mount Olive College Mount Olive, N.C. 28365 Phone: (919) 658-2502
Title of Course	Office Practice 22
Number of Packages in Instruction Unit	11

Title of Package(s)

1. Why I Want to Be a Secretary
2. Appropriate Dress and the Secretary's Work Day
3. Mastery of the Typewriter (Executive)
4. Filing
5. Processing Mail
6. Taking and Giving Dictation
7. Composition
8. Superior Telephone Technique
9. Job Interview
10. Special Telephone and Telegraphic Services
11. Handling Details of Meetings

Subject	BUSINESS
Author	George Evans and Mary LeMar
Institution	Abraham Baldwin Agric. College P.O. Box 244, ABAC Rural Station Tifton, Ga. 31794 Phone: (912) 382-2755
Title of Course	Administrative Office Management
Number of Packages in Instruction Unit	1
Title of Package(s)	Administrative Office Management

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject	BUSINESS
Author	George Evans and Mary LeMar
Institution	Abraham Baldwin Agric. College P. O. Box 244, ABAC Rural Station Tifton, Ga. 31794 Phone: (912) 382-2755
Title of Course	Economics 105
Number of Packages in Instruction Unit	1
Title of Package(s)	Economics 105

Subject	BUSINESS
Author	George Evans and Mary LeMar
Institution	Abraham Baldwin Agric. College P. O. Box 244, ABAC Rural Station Tifton, Ga. 31794 Phone: (912) 382-2755
Title of Course	Office Machines
Number of Packages in Instruction Unit	1
Title of Package(s)	Office Machines

Subject	BUSINESS
Author	George Evans and Mary LeMar
Institution	Abraham Baldwin Agric. College P. O. Box 244, ABAC Rural Station Tifton, Ga. 31794 Phone: (912) 382-2755
Title of Course	
Number of Packages in Instruction Unit	3
Title of Package(s)	1. Shorthand 104 2. Shorthand 105 3. Shorthand 106

Subject	BUSINESS
Author	George Evans and Mary LeMar
Institution	Abraham Baldwin Agric. College P. O. Box 244, ABAC Rural Station Tifton, Ga. 31794 Phone: (912) 382-2755
Title of Course	
Number of Packages in Instruction Unit	3
Title of Package(s)	1. Typing 101 2. Typing 102 3. Typing 103

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject	BUSINESS COMMUNICATIONS
Author	Eleanor W. Garrett
Institution	Central Piedmont Community College Charlotte, N.C. 28204 Phone: (704) 372-2590
Title of Course	Business Communications
Number of Packages in Instruction Unit	22
Title of Package(s)	Self Instructional Packages in Letter Writing

Subject	PRINCIPLES OF ACCOUNTING
Author	Jim Hale
Institution	Kittrell Junior College Kittrell, N.C. 27544 Phone: (919) 492-2131
Title of Course	Accounting 201
Number of Packages in Instruction Unit	10

Title of Package(s)

1. Basic Structure of Accounting
2. Journal, Ledger, and Trail Balance
3. Completion of the Accounting Equation
4. Purchases and Cash Payments Media
5. Sales and Cash Receipts Media
6. Summarizing and Reporting
7. Practice Set (Commercial)
8. Receivables and Payables
9. Deferrals, Accruals, and Long Lived Assets
10. Accounting Systems

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject	PRINCIPLES OF ACCOUNTING
Author	Jim Hale
Institution	Kittrell Junior College Kittrell, N.C. 27544 Phone: (919) 492-2131
Title of Course	Accounting 202
Number of Packages in Instruction Unit	10

Title of Package(s)

1. Partnerships
2. Corporations—Organization
3. Corporations—Stockholders' Equity, Earnings, and Dividends
4. Corporations—Long-Term Obligations and Investments
5. Departments and Branches
6. Manufacturing and Cost Accounting
7. Budgetary Controls
8. Income Taxes and Their Effect on Business Decisions
9. Management Reports and Special Analyses

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject	BUSINESS MATHEMATICS
Author	Jim Hale
Institution	Kittrell Junior College Kittrell, N.C. 27544 Phone: (919) 492-2131
Title of Course	Business Math 102
Number of Packages in Instruction Unit	11

Title of Package(s)

1. Review of Equations
2. Written Problems
3. Simple Interest
4. Depreciation and Overhead
5. Cash Discounts
6. Trade Discounts
7. Banking
8. Payrolls
9. Percentages
10. Financial Statements
11. Special Problems (Stock, Bonds, etc.)

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject	BUSINESS
Author	Barbara C. Harris
Institution	Kittrell Junior College Kittrell, N.C. 27544 Phone: (919) 492-2131
Title of Course	Secretarial Practice
Number of Packages in Instruction Unit	4
Title of Package(s)	1. The Secretarial Image 2. The Secretary's Role 3. Communication by Telephone 4. Making Appointments and Receiving Callers

Subject	BUSINESS
Author	Barbara C. Harris
Institution	Kittrell Junior College Kittrell, N.C. 27544 Phone: (919) 492-2131
Title of Course	Shorthand
Number of Packages in Instruction Unit	13

Title of Package(s)

1. Shorthand is Easy to Learn
2. Shorthand is an Enduring Skill (Pt. 1)
3. Shorthand is an Enduring Skill (Pt. 2)
4. Learning Shorthand the Easy Way
5. Studying the "a" Sound, and Obscure Vowels and the "ith" Sound
6. Learning the Vowel Sound "o"
7. Learning -ly, Amounts, and Quantities and Brief Forms
8. Brief Forms, Phrases, and Word Endings -shul, -shun
9. Learning the rt and nd Blends
10. Studying Brief Forms, Phrases and Principle
11. Studying Brief Forms, Phrases and Principle
12. Reading and Writing Brief Forms, Phrase Principles, Days and Months
13. Studying Brief Forms, Phrases, Principles and Geographical Expressions

Subject	BUSINESS
Author	Barbara C. Harris
Institution	Kittrell Junior College Kittrell, N.C. 27544 Phone: (919) 492-2131
Title of Course	Shorthand
Number of Packages in Instruction Unit	5

Title of Package(s)

1. "Developing Shorthand Skill"
2. Using Shorthand in Manufacturing
3. Shorthand and Office Equipment
4. Shorthand and Office Personnel
5. Reviewing Brief Forms, Derivatives, Phrases and Principle

Subject	BUSINESS
Author	Barbara C. Harris
Institution	Kittrell Junior College Kittrell, N.C. 27544 Phone: (919) 492-2131
Title of Course	Business English
Number of Packages in Instruction Unit	5

Title of Package(s)

1. The Forms, Varieties, and Capitalization of Nouns
2. The Varieties, Forms, and Uses of Verbs
3. The Enrichment of Writing Through Use of Adjectives and Adverbs
4. Learning Business—Letter Parts and Styles
5. The Importance of Good Communications (Letters, Resumes, Interoffice Memos)

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject	BUSINESS
Author	Barbara C. Harris
Institution	Kittrell Junior College Kittrell, N. C. 27544 Phone: (919) 492-2131
Title of Course	Business English
Number of Packages in Instruction Unit	4
Title of Package(s)	1. Basic and Problem Skill 2. Typing Business Letters 3. "Business Letters with Special Features" 4. "Typing Special Communication Forms"

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject	OFFICE MACHINES
Author	Jimmy McKenzie and Marian Cantrell
Institution	Tarrant County Junior College, NE 828 Harwood Road Hurst, Tex. 76053 Phone: (817) 281-7860
Title of Course	Office Machines
Number of Packages in Instruction Unit	3
Title of Package(s)	1. The Ten-Key Electronic Calculator 2. The Ten-Key Printing Calculator 3. The Ten-Key Adding Machine

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject	BUSINESS
Author	William C. Miller
Institution	Burlington County Community College Pemberton, N. J. 08068 Phone: (609) 894-9311
Title of Course	BUA 225, Human Relations in Management
Number of Packages in Instruction Unit	5
Title of Package(s)	1. The Effective Group 2. Group Decision Making 3. Participative Management 4. Motivation and Work 5. Perception

Subject	BUSINESS
Author	William C. Miller
Institution	Burlington County College Pemberton, N. J. 08068 Phone: (609) 894-9311
Title of Course	Introduction to Business
Number of Packages in Instruction Unit	4
Title of Package(s)	1. Wholesaling 2. Services 3. National Alliance of Businessmen 4. Franchising

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject	BUSINESS
Author	William C. Miller
Institution	Burlington County Community College Pemberton, N. J. 08068 Phone: (609) 894-9311
Title of Course	BUA 102, Principles of Management
Number of Packages in Instruction Unit	4
Title of Package(s)	1. Role of the Manager 2. Planning, Scheduling, and Controlling Work 3. Human Relations in Management 4. Communications

Subject BUSINESS

Author Dan Mosca

Institution Person Technical Institution
P. O. Box 1175
Roxboro, N. C. 27573
Phone: (919) 599-8306

Title of Course Accounting 121

Number of Packages in Instruction Unit 7

Title of Package(s)

1. Merchandise Inventories
2. Prepaid Expenses
3. Prepaid Revenues
4. Accrued Liabilities
5. Accrued Assets
6. Comprehensive Review—Accruals and Deferrals
7. Calculating Depreciation

Subject	BUSINESS
Author	Dan Mosca
Institution	Person Technical Institution P. O. Box 1175 Roxboro, N. C. 27573 Phone: (919) 599-8306
Title of Course	Business Finance 123
Number of Packages in Instruction Unit	3
Title of Package(s)	1. Business Risks 2. Forms of Ownership 3. Calculating Working Capital

Subject	BUSINESS
Author	Dan Mosca
Institution	Person Technical Institution P. O. Box 1175 Roxboro, N. C. 27573 Phone: (919) 599-8306
Title of Course	Business Law 116
Number of Packages in Instruction Unit	6

Title of Package(s)

1. Personal Property
2. Acquiring Title to Personal Property
3. Bailments—Nature and Termination
4. Ordinary Bailments-Part I
5. Ordinary Bailments-Part II
6. Special Bailments

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject	BUSINESS
Author	L.L. Roy Smith
Institution	Mount Olive College Mount Olive, N.C. 28365 Phone: (919) 658-2502
Title of Course	Business 141: Duplicating
Number of Packages in Instruction Unit	15

Title of Package(s)

1. Spirit Duplication of an Appraisal Sheet
2. Spirit Duplication of a Title Page with Border and Blockout Procedure
3. Spirit Duplication of a Payroll Distribution Sheet
4. Spirit Duplication of a "Pie" Graph
5. Spirit Duplication of a Map by Tracing
6. Mimeograph Duplication of Appraisal Sheet
7. Mimeograph Duplication of a French Fold Program
8. Mimeograph Duplication of Personalized Stationery
9. Mimeograph Duplication of a Church Program and the Folding of Same
10. Form Letter with the Inside Address and Greeting Omitted
11. Offset Master of Appraisal Sheet
12. Running Off Appraisal Sheet Offset Masters
13. Offsetting Church Bulletin (with emphasis on centering)
14. Offsetting Xerox Offset Masters
15. Cleaning Ink Rollers on Offset Machine.

Subject	BUSINESS
Author	L.L. Roy Smith
Institution	Mount Olive College Mount Olive, N.C. 28365 Phone: (919) 658-2502
Title of Course	Business 121: Introduction to Business
Number of Packages in Instruction Unit	20

Title of Package(s)

1. Setting
2. Capitalism
3. Ownership
4. Small Business, Services, and Franchising
5. Organization
6. Permanent Capital Needs
7. Operating Capital Needs
8. Capital Sources
9. Business Trends and Developments
10. Risk Management
11. Labor
12. Collective Bargaining
13. Production, Distribution, and Location
14. Marketing
15. Selling, Advertising, and Public Relations
16. International Trade
17. Accounting
18. Business Research and Computers
19. Legal Aspects vs. Ethical Responsibilities
20. Social Responsibilities and the Future

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject BUSINESS

Author L.L. Roy Smith

Institution
Mount Olive College
Mount Olive, N.C. 28365
Phone: (919) 658-2502

Title of Course Business 131: Problem Solving Using Machines

Number of Packages in Instruction Unit 30

Title of Package(s)

1. Touch Addition (4 to 9 keys)
2. Touch Addition (0 to 3 keys non-add)
3. Repeated Digits, Varied Number of Digits
4. Subtraction, Correction of Errors
5. Speed Drill Addition
6. Sub-Total
7. Repeat Addition
8. Multiplication
9. Speed Drill Addition
10. Post-Test No. 1
11. Short-cut Multiplication, Zeros in Multiplier
12. Decimals, Fractions, and Percentages
13. Fixed Decimal Point
14. Discount and Net Amount
15. Speed Drill
16. Chain Discounts Printing Calculator
17. Constant Multiplication
18. Division
19. Speed Drill Addition
20. Post-Test No. 2
21. Division Remainder in Quotient, Decimals in Quotient, Decimals in Dividend and Division
22. Credit Balances
23. Interest
24. Percentages
25. Speed Drill Addition
26. Prorating
27. Payroll
28. Reconciliation of Bank Statements
29. Speed Drill Addition
30. Post-Test No.3

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject	BUSINESS
Author	Frances K. Wrape
Institution	Central Carolina Technical Institute Rt. 2, Box 55 Sanford, N.C. 27330 Phone: (919) 775-5401
Title of Course	Office Machines
Number of Packages in Instruction Unit	4
Title of Package(s)	1. Rotary Calculator 2. Ten-Key Adding Machine 3. Full-Key Adding Machine 4. Ten-Key Calculator

Subject	CHEMISTRY
Author	Earl D. Beau
Institution	Sacramento City College Sacramento, Calif. 95822 Phone: (916) 449-7531
Title of Course	
Number of Packages in Instruction Unit	1
Title of Package(s)	Solution Chemical and Bio-Physico-Chemico Characteristics of Cell Transport

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject	CHEMISTRY
Author	
Institution	Lane Community College Eugene, Ore. 97405 Phone: (503) 747-4501
Title of Course	Chemistry
Number of Packages in Instruction Unit	4
Title of Package(s)	1. Atomic Structure 2. Radioactivity and Other Nuclear Phenomena 3. Periodic Table 4. Chemical Reactions

Subject	CHEMISTRY
Author	Anthony J. Rosales
Institution	Cosumnes River College Sacramento, Calif. 95823 Phone: (916) 421-1000
Title of Course	Introductory Chemistry
Number of Packages in Instruction Unit	1
Title of Package(s)	Observing and Measuring Program 1

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject	CHEMISTRY
Author	Wanda Sterner
Institution	Cerritos Junior College 11110 E. Alondra Blvd. Norwalk, Calif. 90650 Phone: (213) 860-2451
Title of Course	Chemistry 2: Introduction Chemistry
Number of Packages in Instruction Unit	1
Title of Package(s)	Percents for Chenistry

Subject	CHEMISTRY
Author	Wanda Sterner
Institution	Cerritos Junior College 11110 E. Alondra Blvd. Norwalk, Calif. 90650 Phone: (213) 860-2451
Title of Course	General Chemistry
Number of Packages in Instruction Unit	1
Title of Package(s)	Safety in the Laboratory

Subject	CHEMISTRY
Author	Wanda Sterner
Institution	Cerritos Junior College 11110 E. Alondra Blvd. Norwalk, Calif. 90650 Phone: (213) 860-2451
Title of Course	General Chemistry 1.1
Number of Packages in Instruction Unit	1
Title of Package(s)	Equilibrium Calculations pH-Weak Acids

Subject	CHEMISTRY
Author	Clarence O. Wolgamott
Institution	Columbia Junior College P.O. Box 1849 Columbia, Calif. 95310 Phone: (209) 532-3141
Title of Course	
Number of Packages in Instruction Unit	5
Title of Package(s)	1. The Detailed Structure of Atoms 2. Chemical Bonds 3. The Chemical Behavior of Some Common Substances 4. Weights and Measures 5. Linear Equations

ED 066 156

A DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS USED IN COMMUNITY COLLEGES, SECOND EDITION.

M. STEPHEN SHELDON, COMP. & YOUNG PARK, COMP. CALIFORNIA UNIV., LOS ANGELES. ERIC CLEARINGHOUSE FOR JUNIOR COLL. INFORMATION.; CALIFORNIA UNIV., LOS ANGELES. SCHOOL OF EDUCATION. 72. 278P.

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject	CHEMISTRY
Author	Doughtbah Yeh-Deyeh
Institution	Kittrell College Kittrell, N.C. 27544 Phone (919) 492-2131
Title of Course	Chemistry 201, 202
Number of Packages in Instruction Unit	26

Title of Package(s)

1. Density, Specific Gravity A Volume
2. Formula Weights, Molecular Weights, and Moles
3. Structure of the Atom and the Periodic Law
4. Chemical Bonding
5. Oxygen and Ozone
6. Hydrogen
7. The Gaseous State and the Kinetic Molecular Theory
8. Gram-Molecular Volume of Gases and Molecular, Atomic, and Equivalent Wts.
9. The Liquid and Solid States and Water and Hydrogen Peroxide
10. Solutions
11. Solutions of Electrolytes—Electrolytes and non-Electrolytes and Colloidal Matter
12. Oxidation Reduction Reaction
13. Relationship of the Periodic Classification to the Properties of the Elements
14. Halogens and Their Compounds
15. Chemical Equilibrium
16. Carbon and Its Compounds
17. Biochemistry
18. The Halogens and Their Compounds, and Electrochemistry
19. Identification of Lab Apparatus
20. Lab Safety Rules
21. Use of Balances, Measurement of Mass, Volume, and Length
22. Density and Specific Gravity
23. Use of the Gas Burner
24. Melting Points and Boiling Points
25. Conservation of Matter
26. Definite Composition

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject	COUNSELING
Author	
Institution	Grossmont College 8800 Grossmont College Drive El Cajon, Calif. 92020 Phone: (714) 465-1700
Title of Course	
Number of Packages in Instruction Unit	1
Title of Package(s)	Grossmont College - Your Community College (general orientation)

Subject	VOCATIONAL EDUCATION
Author	Richard S. Meyers
Institution	Grossmont College 8800 Grossmont College Drive El Cajon, Calif. 92020 Phone: (714) 465-1700
Title of Course	Instructional Media Technology
Number of Packages in Instruction Unit	1
Title of Package(s)	Grossmont College - Instructional Media Technology Curriculum

Subject	COUNSELING
Author	
Institution	Grossmont College 8800 Grossmont College Drive El Cajon, Calif. 92020 Phone: (714) 465-1700
Title of Course	
Number of Packages in Instruction Unit	1
Title of Package(s)	Mission Library (Grossmont College Library Orientation)

Subject	COUNSELING
Author	
Institution	Grossmont College 8800 Grossmont College Drive El Cajon, Calif. 92020 Phone: (714) 465-1700
Title of Course	
Number of Packages in Instruction Unit	1
Title of Package(s)	The Only Way to Fly (overcrowding at Grossmont College)

Subject	STUDY SKILLS
Author	Jon Hagstrom
Institution	Columbia Junior College P.O. Box 1849 Columbia, Calif. 95310 Phone: (209) 532-3141
Title of Course	Skills Development
Number of Packages in Instruction Unit	20
Title of Package(s)	

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject	FLOW CHARTING
Author	Henry H. Zaehringer
Institution	Tarrant County Junior College, NE 828 Harwood Road Hurst, Tex. 76053 Phone: (817) 281-7860
Title of Course	Introduction to Data Processing
Number of Packages in Instruction Unit	3
Title of Package(s)	Flow Charting

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject	DENTAL ASSISTING
Author	Robert R. Montgomery, D.D.S./Mary Bogucki, R.D.H.
Institution	Oakland Community College 7350 Cooley Lake Road Union Lake, Mich. 48085 Phone: (313) 363-7191
Title of Course	Dental Assisting
Number of Packages in Instruction Unit	4
Title of Package(s)	1. Fundamentals of Dental Science, 144 pages 2. Fundamentals of Clinical Practive, 136 pages 3. Dental Anatomy and Physiology, 154 pages 4. Dental Science Practive, 96 pages

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject	DRAFTING
Author	Walter Rice
Institution	Greenville Technical Education Center P.O. Box 5616 Greenville, S.C. 29606 Phone: (803) 242-3170
Title of Course	Drafting 111: Technical Drafting I Drafting 112: Engineering Drawing I
Number of Packages in Instruction Unit	1
Title of Package(s)	Lettering

Subject	DRAFTING
Author	Kenneth Y. Smith
Institution	Greenville Technical Education Center P.O. Box 5616, Sta. B Greenville, S.C. 29606 Phone: (803) 242-3170
Title of Course	Drafting 135: Basic Freehand Technical Sketching and Lettering
Number of Packages in Instruction Unit	1
Title of Package(s)	Shadows in Design

Subject	DRAFTING
Author	John D. Terry
Institution	Greenville Technical Education Center P.O. Box 5616, Sta. B Greenville, S.C. 29606 Phone: (803) 242-3170
Title of Course	Drafting 112: Engineering Drawing I
Number of Packages in Instruction Unit	1
Title of Package(s)	Learning to Dimension (Part I)

Subject	ECONOMICS
Author	Jon Evans
Institution	Tarrant County Junior College. NE 828 Harwood Road Hurst, Tex. 76053 Phone: (817) 281-7860
Title of Course	Principles of Economics I
Number of Packages in Instruction Unit	2
Title of Package(s)	1. Supply and Demand 2. Applying the Tools of Fiscal Policy

Subject	ECONOMICS
Author	William H. Garner
Institution	Kittrell Junior College Kittrell, N.C. 25744 Phone: (919) 492-2131
Title of Course	Economics 20
Number of Packages in Instruction Unit	10

Title of Package(s)

1. Fundamentals of Demand
2. Fundamentals of Supply
3. Equilibrium
4. Elasticity
5. Marginal Revenue
6. G.N.P. and its Cousins
7. The Theory of National Income, Employment, and G.N.P. Determination
8. Money and Banking
9. Block Economic Development
10. Survey of Block Businesses

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject	MACRO-ECONOMICS
Author	Harold Loyd
Institution	Abraham Baldwin Agricultural College P.O. Box 244, ABAC Rural Station Tifton, Ga. 31794 Phone: (912) 382-2755
Title of Course	Introduction to Macro-Economics
Number of Packages in Instruction Unit	
Title of Package(s)	

Subject	ECONOMICS
Author	David C. Scott
Institution	Bakersfield College 1801 Panorama Drive Bakersfield, Calif. 93305 Phone: (805) 871-7120
Title of Course	Economics 1B: Principles of Economics—Macro
Number of Packages in Instruction Unit	2
Title of Package(s)	Aggregate Income Analysis: Packages 1 and 2

Subject	CAREER EDUCATION
Author	
Institution	Santa Ana Unified School District Career Development Education 1405 French Street Santa Ana, Calif. 92701 Phone: (714) 542-6211
Title of Course	You and the World of Work Series
Number of Packages in Instruction Unit	7

Title of Package(s)

1. Self-Analysis Know Yourself
2. How to Use the Telephone at Work
3. How to Find a Job
4. Preparing for a Job Application
5. How to Dress for an Interview - Girls
6. Filling Out a Job Application
7. Your First Job

Subject	EDUCATION
Author	Mary Ambrose
Institution	Aquinas Junior College Nashville, Tenn. 37205 Phone: (615) 297-7545
Title of Course	Introduction to Education Educational Psychology
Number of Packages in Instruction Unit	5

Title of Package(s)

1. Major Influences on Present-Day Education
2. Periods of American Education
3. Basic Function of a Teacher
4. Cultural Backgrounds
5. Qualifications for Teachers

Subject	ELECTRONICS
Author	Dallis J. Christensen
Institution	Utah Technical College at Salt Lake 4600 So. Redwood Road Salt Lake City, Utah 84107 Phone: (801) 299-3411
Title of Course	Electronics
Number of Packages in Instruction Unit	28

Title of Package(s)

Phase *Content*

1. Math Concepts—Applied
2. Basic Electronic Units and Their Symbols
3. Basic Physics of Electronics
4. Sources of Electromotive Force
5. Cells and Batteries
6. Schematics and Diagrams, Electronic
7. Resistance
8. Conductors and Insulators
9. Series Resistive Circuits
10. Parallel Resistive Circuits
11. Combination Series-Parallel Resistive Circuits
12. Theorems
13. Magnetism
14. Electromagnetism
15. Inductance
16. Capacitance
17. Sinusoidal and Nonsinusoidal Voltages and Currents
18. Mathematics of Alternating Current Circuits - Applied
19. Reactance
20. Series Inductive Circuits
21. Series Capacitive Circuits
22. Series LCR Circuits
23. Parallel LCR Circuits
24. Combination Series-Parallel LCR Circuits
25. Filters
26. FCC Rules and Regulations
27. Motors
28. Alternators

Subject	ELECTRONICS
Author	
Institution	Lane Community College Eugene, Ore. 97405 Phone: (503) 747-4501
Title of Course	Circuits
Number of Packages in Instruction Unit	54

Title of Package(s)

1. Ohm's Law
2. Kirchhoff's Voltage Law
3. Parallel Circuits
4. Conductances in Parallel
5. Kirchhoff's Current Law
6. Power
7. Power in Parallel Circuits
8. Unloaded Voltage Divider
9. Current Divider
10. Thevenin Equivalent
11. Norton's Equivalent
12. Non-Linear Circuits
13. DC Load Line
14. AC Load Line
15. Cathode Load Line
16. Capacitor Coupling
17. The Effect of the Cathode Capacitor on a Circuit
18. Diode Rectifiers, Full-Wave and Half-Wave
19. Loaded Voltage Divider
20. Series Parallel Networks
21. Wheatstone Bridge
22. Delta-Wye Transformation
23. Vector Algebra
24. Phasors
25. Maximum Power Transfer
26. Calculating RC Charge and Discharge Curves
27. High Frequency Response in Tube Circuits
28. Full Wave Bridge Power Supplies
29. Power Supply Filters
30. Transistor Biasing
31. Biasing of Tubes
32. Series AC Circuits
33. Parallel Circuits Admittance
34. Sinusoidal AC Linear Circuits
35. Introduction to Sine Oscillators
36. Series Resonant Circuits
37. Parallel Resonant Circuits
38. "Q"
39. Common Base Amplifier
40. Pentode Amplifiers
41. Transistor Load Lines
42. Frequency Response in Transistor Circuits
43. Attenuators
44. Tuned Transformer Coupling
45. Millman's Theorem
46. Kirchhoff's Loop Analysis
47. Superposition Theorem
48. Filter Networks
49. Complex AC Networks
50. Common Collector Amplifiers
51. Nodal Analysis
52. Multiple Source AC Network Analysis
53. Common Emitter Amplifier
54. Common Emitter Characteristics

Subject	ELECTRONICS
Author	
Institution	Lane Community College Eugene, Ore. 97405 Phone: (503) 747-4501
Title of Course	Construction Techniques
Number of Packages in Instruction Unit	8
Title of Package(s)	1. Soldering 2. Identification of Hand Tools 3. Hand Grinding Tools 4. Screw-Pitch, Wire, and Sheetmetal Gauge 5. Using the Micrometer 6. Chassis Construction 7. Printed Circuits Lay-Out and Etching 8. Power Drills

Subject	ELECTRONICS
Author	
Institution	Lane Community College Eugene, Ore. 97405 Phone: (503) 747-4501
Title of Course	Devices
Number of Packages in Instruction Unit	12

Title of Package(s)

1. Semi-Conductor Diode
2. Using Diodes
3. The Zener Diode
4. Introduction to Transistors
5. Transistor Characteristics
6. The SCR
7. Tube Diodes
8. The Vacuum Tube Triode
9. Basic Triode Action
10. Triode Parameters
11. Pentode Characteristics
12. The Field Effect Transistor

Subject	ELECTRONICS
Author	
Institution	Lane Community College Eugene, Ore. 97405 Phone: (503) 747-4501
Title of Course	Diagnosis and Repair
Number of Packages in Instruction Unit	5
Title of Package(s)	1. Circuit Familiarity in Trouble Shooting 2. Developing Effective Trouble Shooting Techniques 3. Equipment Selection Trouble Shooting 4. Experimental Trouble Shooting 5. Locating Specific Troubles in Trouble

Subject	ELECTRONICS
Author	
Institution	Lane Community College Eugene, Ore. 97405 Phone: (503) 747-4501
Title of Course	Individualized Curriculum in Electronics (ICE)
Number of Packages in Instruction Unit	5
Title of Package(s)	1. How to Teach ICE 2. How to Learn with ICE 3. How to Write (ICE Learning Package) 4. How to Evaluate ICE 5. Shop Safety Precautions

Subject	ELECTRONICS
Author	
Institution	Lane Community College Eugene, Ore. 97405 Phone: (503) 747-4501
Title of Course	Instruments
Number of Packages in Instruction Unit	11

Title of Package(s)

1. Reading Meters
2. Using Meters
3. Basic Meters
4. The VTVM
5. Power Supplies
6. Signal Generators
7. The Oscilloscope
8. Digital Voltmeters
9. Transistor Curve Tracers
10. Frequency Counters
11. Tube Checkers

Subject	ELECTRONICS
Author	
Institution	Lane Community College Eugene, Ore. 97405 Phone: (503) 747-4501
Title of Course	Mathematics
Number of Packages in Instruction Unit	8
Title of Package(s)	1. Introduction to the Slide Rule 2. Scientific Notations 3. The Slide Rule C and D Scales 4. The Slide Rule A, B, and K Scales 5. Reciprocals/Slide Rule 6. The Slide Rule L Scale 7. The Slide Rule LL L_h Scales 8. The Slide Rule S, T, and ST Scales

Subject	ELECTRONICS
Author	
Institution	Lane Community College Eugene, Ore. 97405 Phone: (503) 747-4501
Title of Course	Occupations
Number of Packages in Instruction Unit	6
Title of Package(s)	1. Electronics Engineering Technician 2. Electronics Assembler 3. Industrial Electronics Technician 4. Electronics Service Technician 5. Electronics Mechanic 6. Electrical Appliance Serviceman

Subject	ELECTRONICS
Author	
Institution	Lane Community College Eugene, Ore. 97405 Phone: (503) 747-4501
Title of Course	Schematics
Number of Packages in Instruction Unit	6
Title of Package(s)	1. Basic Symbols 2. Resister Color Code 3. Component Identification 4. Active Device Symbols 5. Plotting Graphs 6. Using Electronic Device Graphs

Subject	ELECTRONICS
Author	
Institution	Lane Community College Eugene, Ore. 97405 Phone: (503) 747-4501
Title of Course	Terminology
Number of Packages in Instruction Unit	6
Title of Package(s)	1. Basic Terminology—Glossary 2. Electrical Energy 3. Circuits in Series 4. Circuits in Parallel 5. Current in Circuits 6. Voltage Polarities

Subject	ELECTRONICS
Author	
Institution	Lane Community College Eugene, Ore. 97405 Phone: (503) 747-4501
Title of Course	Theory—Basics
Number of Packages in Instruction Unit	18

Title of Package(s)

1. The Nature of Electricity
2. Voltage in a Circuit
3. Resistance and Conductance
4. Ohm's Law—Basic
5. Series Circuits
6. Magnetic Circuits
7. Basic Inductance
8. Capacitor Construction, Color Code, and Tests
9. Capacitors in DC Circuits
10. The AC Wave Form
11. AC Voltage, Current, and Power
12. Basic Transformer
13. Inductive Reactance
14. RL Time Constant
15. Capacitive Reactance
16. R-C Time Constant
17. Decibel Units
18. P-N Junctions

Subject MAJOR APPLIANCE REPAIR

Author

Institution
Southern California Regional Occupational Center
2300 Crenshaw Blvd.
Torrance, Calif. 90506
Phone: (213) 320-6700

Title of Course Major Appliance Repair

Number of Packages in Instruction Unit 42

Title of Package(s)

3.1.A	Basic Electrical Theory and Terminology
3.2	Voltage, Current, and Resistance
3.3	D.C. Current
3.4	Electrical Symbols
3.5	Simple Currents
3.6	A.C. Current
3.7.A	Inductance
3.7.B	Capacitance
3.8	Phase Relation and Power Factor
3.9	Meters
3.10	Electrical Testing
4.1	Responsibilities of Serviceman
4.2	Customer Relations
4.3	Business Ethics and Company Policy
4.4	Maintenance Agreements
4.5.A	Service Records
4.5.B	Use of the Microfilm Reader
4.6.A	Service Truck Records
4.6.B	Service Truck Maintenance
4.6.C	Service Truck Inventory Control
5.3	Plumbing Materials
5.4	Pipe Threading and Cutting
5.5	Copper Plumbing
5.6.A	Welding and Brazing Copper Plumbing
5.6.B	Welding and Brazing Copper Plumbing
5.7.A	Water Heater Operation
5.7.B	Garbage Disposal Operation
5.8.A	Troubleshooting Diagnosis - Gas
5.8.B	Troubleshooting Diagnosis - Electric
5.10.A	Dishwasher Operation
5.10.B	Washer Operation
5.10.C	Dryer Operation
5.14.A	Stove Operation
5.14.B	Oven Operation
5.14.C	Wall Heater Operation
5.14.D	Furnace Operation
5.17.A	Air Conditioning Fundamentals
5.17.B	Refrigeration Fundamentals
5.18.A	Refrigeration Tools and Meters
5.18.B	Refrigeration Testing
5.19.A	Air Conditioner Operation
5.19.B	Refrigerator Operation

Subject	ENGLISH
Author	Irene M. Baines
Institution	Kittrell College Kittrell, N. C. 27544 Phone: (919) 492-2131
Title of Course	Black Literature
Number of Packages in Instruction Unit	6
Title of Package(s)	1. An Introduction to Black Literature 2. The Grapevine 3. An Introduction to Richard Wright 4. Negro Characters as Seen by White Authors, by Sterling Brown 5. An Introduction to James Baldwin 6. A Harlem Group and Poetry

Subject	ENGLISH
Author	Irene M. Baines
Institution	Kittrell College Kittrell, N.C. 27544 Phone: (919) 492-2131
Title of Course	English Survey Course
Number of Packages in Instruction Unit	17

Title of Package(s)

1. Beowulf: A Literary Epic
2. An Introduction to Literature
3. John Bunyan—Pilgrim's Progress
4. Jonathan Swift—Gulliver's Travels
5. An Introduction to Pope
6. An Introduction to Wordsworth
7. An Introduction to John Keats
8. Samuel T. Coleridge: A Romantic
9. The Eve of St. Agnes
10. Charles Lamb and the Essay
11. An Introduction to Byron
12. Character Sketches by Thomas Carlyle
13. My Last Duchess—Robert Browning
14. An Introduction to Tennyson
15. A Victorian Variety
16. James Joyce: Portrait of the Artist as a Young Man
17. Odor of Chrysanthemums

Subject	ENGLISH
Author	Don Bass
Institution	College of the Mainland Texas City, Tex. 77590 Phone: (713) 938-1211
Title of Course	Freshman English
Number of Packages in Instruction Unit	1
Title of Package(s)	Order, the Shape of Meaning

Subject	TECHNICAL WRITING
Author	Don Bass
Institution	College of the Mainland Texas City, Tex. 77590 Phone: (713) 938-1211
Title of Course	Technical Writing
Number of Packages in Instruction Unit	4
Title of Package(s)	1. Resume 2. Library Research (2) 3. Employment Practices

Subject	ENGLISH
Author	Robert N. Boll
Institution	Burlington County College Pemberton, N.J. 08068 Phone: (609) 894-9311
Title of Course	College Composition
Number of Packages in Instruction Unit	8
Title of Package(s)	1. Choosing a Subject 2. Narrowing a Subject 3. The Thesis Sentence 4. The Outline 5. The Introduction and Conclusion 6. The Title 7. Style 8. Logic

Subject	ENGLISH
Author	Howard A. Burton
Institution	Riverside City College 4650 Fairfax Ave. Riverside, Calif. 92506 Phone: (714) 684-3240
Title of Course	English 51-R: Improvement of Reading
Number of Packages in Instruction Unit	1
Title of Package(s)	SRA Preparatory Reading

Subject	WRITING
Author	Jim Cline, Dave Wright, Ellen Owens
Institution	Chabot College 25555 Hesperian Blvd. Hayward, Calif. 94545 Phone: (415) 782-3000
Title of Course	Reading and Writing
Number of Packages in Instruction Unit	11

Title of Package(s)

Unit 1A	Subjects and Verbs
Unit 1B	Two Variations of the Minimal Sentence
Unit 2	Perfect and Imperfect Verb Forms
Unit 3	Phrases, Independent Clauses, and Subordinate Clauses
Unit 4	Singular and Plural Subjects
Unit 5	Modification, Coordination, and Subordination in a Cumulative Sentence
Unit 6	Pronouns
Unit 7	Verbs, Sentences, and Paragraphs
Unit 8	Paragraphs and Topic Sentences
Unit 9	Commas
Unit 10	Essays and Use of a Theme Statement

Subject	ENGLISH
Author	William Roy Colquitt, Jr.
Institution	Wayne Community College Goldsboro, N.C. 27530 Phone (919) 735-5151
Title of Course	Modern American Literature
Number of Packages in Instruction Unit	2
Title of Package(s)	1. Robert Frost 2. E. A. Robinson

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject	ENGLISH
Author	Mary Louise Conlin
Institution	Cuyahoga Community College 2900 Community College Ave. Cleveland, Ohio 44115 Phone: (216) 241-5966
Title of Course	English 091: Essentials of Written Communication
Number of Packages in Instruction Unit	1
Title of Package(s)	Writing Skills—Words and Sentences

Subject PHONETICS

Author Frances Coolidge

Institution De Anza College
Cupertino, Calif. 95014
Phone: (408) 257-5550

Title of Course The Relevance of Sound: An Individualized Approach to Phonetic and Structural Analysis

Number of Packages in Instruction Unit 46

Title of Package(s)

1. Diagnostic Survey
2. Initial Consonant Sounds
3. Initial Consonant Sounds
4. Medial Sounds
5. Ending Sounds
6. Initial, Middle, and Ending Sounds
7. Consonant Sounds
8. Consonant Sounds
9. Consonant Sounds
10. Review
11. Initial Consonant Blends
12. Medial Blends
13. Consonant Digraphs
14. Consonant Digraphs
15. Consonant Digraphs
16. Consonant-Vowel Digraphs
17. Review
18. Vowels: Rhyming Words
19. Vowels: Short a
20. Vowels: Short e
21. Vowels: Short i
22. Vowels: Short o
23. Vowels: Short u
24. Vowels: Schwa Sound (ə)
25. A Guide for Short Vowel Sounds
26. Review
27. Vowels: Long a
28. Vowels: Long e
29. Vowels: Long i
30. Vowels: Long o
31. Vowels: Long u
32. Vowels: y
33. A Guide for Long Vowel Sounds
34. Vowel Digraphs: oo
35. Vowel Digraphs: aw, au
36. Vowel: Diphthongs
37. Review
38. Syllables
39. Syllabication: Vowel-Consonant-Vowel
40. Syllabication: Between Consonants
41. Syllables: Prefixes
42. Syllables: Suffixes
43. Syllables: Suffix
44. Accent
45. Accent: Multisyllabic words
46. Review

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject	ENGLISH
Author	Buford D. Fisher
Institution	John Tyler Community College Chester, Va. 23831 Phone: (703) 748-2221
Title of Course	English Composition
Number of Packages in Instruction Unit	1
Title of Package(s)	Writing the Research Paper

Subject	ENGLISH
Author	Aileen Fitzpatrick
Institution	Mitchell College Statesville, N.C. 28677 Phone: (704) 872-3665
Title of Course	English 101
Number of Packages in Instruction Unit	11

Title of Package(s)

1. Topic Sentence
2. Paragraph Pattern
3. Definition Paragraph
4. Spatial Description Paragraph
5. Chronological Description Paragraph
6. Formal Outline for 500-Word Essay
7. Character Sketch Essay (based on literature)
8. Comparison/Contrast Essay
9. Biographical Essay
10. Spelling and Vocabulary (13 weekly packages)
11. Review of Writing Skills

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject	ENGLISH
Author	Aileen Fitzpatrick
Institution	Mitchell College Statesville, N.C. 28677 Phone: (704) 872-3665
Title of Course	English 102, 204
Number of Packages in Instruction Unit	4
Title of Package(s)	1. Short Story Unit 2. Research Unit 3. Drama 4. Poetry

Subject	ENGLISH
Author	Robert Frew, Richard Guches, and Robert Mehaffy
Institution	American River College 4700 College Oak Drive Sacramento, Calif. 95841 Phone: (916) 484-8173
Title of Course	Writer's Workshop
Number of Packages in Instruction Unit	6
Title of Package(s)	1. The Sentence 2. The Introductory Paragraph 3. Paragraph Development 4. Paragraph Strategies 5. Descriptive and Narrative Writing 6. Expository and Argumentative Writing

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject	ENGLISH
Author	Myrtle S. Gray
Institution	Tarrant County Junior College, NE 828 Harwood Road Hurst, Tex. 76053 Phone: (817) 281-7860
Title of Course	(For all courses requiring term papers)
Number of Packages in Instruction Unit	1
Title of Package(s)	Writing the Research Paper: A Manual and Learning Activity Package

Subject	BASIC COMPOSITION
Author	Carolyn Hartnett
Institution	College of the Mainland 8001 Palmer Highway Texas City, Tex. 77590 Phone: (713) 938-1211
Title of Course	Written Communication
Number of Packages in Instruction Unit	7
Title of Package(s)	Ideas in Motion 1. Classification (organization) 2. Definition (wording) 3. Mechanics (grammar, punctuation, etc.) 4. Description 5. Comparison and Contrast 6. Cause and Effect 7. Argumentation

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject	ENGLISH
Author	Roy Hudson
Institution	College of the Desert 43-500 Monterey Palm Desert, Calif. 92260 Phone: (714) 346-8041
Title of Course	
Number of Packages in Instruction Unit	1
Title of Package(s)	Listening and Writing

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject	ENGLISH
Author	Gene Kerstiens
Institution	El Camino College Via Torrance, Calif. 90506 Phone: (213) 329-6631
Title of Course	English A, English 1A
Number of Packages in Instruction Unit	1
Title of Package(s)	Spelling Improvement

Subject	ENGLISH
Author	
Institution	Lane Community College Eugene, Ore. 97405 Phone: (503) 747-4501
Title of Course	Communication Skills
Number of Packages in Instruction Unit	11

Title of Package(s)

1. Constructing the Sentence
2. Constructing the Paragraph
3. Constructing the Summary
4. Constructing the Business Letter
5. Constructing the Resume
6. Constructing the Outline
7. Constructing the Letter of Application
8. Constructing the Personal Essay
9. Listening and Notetaking
10. Process Writing—Phase I
11. Process Writing—Phase II

Subject	ENGLISH
Author	Humphrey Lee
Institution	Louisburg College Louisburg, N.C. 27549 Phone: (919) 496-4101
Title of Course	English Composition
Number of Packages in Instruction Unit	29

Title of Package(s)

1. Orientation
2. The Five Worst Mistakes
3. Writing the Descriptive Paragraph
4. Writing the Narrative Paragraph
5. Writing the Expository Paragraph I
6. Writing the Expository Paragraph II
7. Writing the Expository Paragraph III
8. Writing the Expository Paragraph IV
9. Writing the Expository Paragraph V
10. Writing the Expository Paragraph VI
11. Writing the Argumentative Paragraph I
12. Writing the Argumentative Paragraph II
13. Writing the Descriptive Paper
14. Writing the Narrative Paper
15. Writing the Expository Paper I
16. Writing the Expository Paper II
17. Writing the Expository Paper III
18. Writing the Expository Paper IV
19. Writing the Expository Paper V
20. Writing the Expository Paper VI
21. Writing the Argumentative Paper I
22. Writing the Argumentative Paper II
23. Orientation II
24. The Library
25. Choosing a Topic for Your Term Paper
26. Developing an Outline
27. Bibliography
28. The Form and Practice of Footnoting
29. Writing the Term Paper

Subject	ENGLISH
Author	Humphrey Lee
Institution	Louisburg College Louisburg, N.C. 27549 Phone: (919) 496-4101
Title of Course	English Literature
Number of Packages in Instruction Unit	13

Title of Package(s)

1. The Short Story I
2. The Short Story II
3. The Short Story III
4. The Short Story IV
5. The Short Story V
6. The Short Story VI
7. The Drama I
8. The Drama II
9. Poetry I
10. Poetry II
11. Poetry III
12. Poetry IV
13. *Brave New World*

Subject	ENGLISH
Author	Martha Linney
Institution	Mitchell College Statesville, N.C. 28677 Phone: (704) 872-3665
Title of Course	English 101-102
Number of Packages in Instruction Unit	16

Title of Package(s)

1. The Old English Period
2. Beowulf
3. The Middle English Period
4. The English Ballad
5. The Medieval Romance
6. Geoffrey Chaucer No. 1
7. Geoffrey Chaucer No. 2
8. Sir Thomas Malory
9. The Brave New World and After
10. The Early English Drama and Roots of Shakespeare's Theatre
11. Songs and Sonnets—Elizabethan Lyric
12. Shakespeare—*Hamlet* and *King Lear*
13. Metaphysical Poetry, Cavalier Poets, and Stuart and Commonwealth Prose
14. John Milton, His Life and Works
15. Introduction to Neoclassicism
16. Jonathan Swift and Alexander Pope

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject ENGLISH

Author Martha Linney

Institution Mitchell College
Statesville, N.C. 28677
Phone: (704) 872-3665

Title of Course English 201-202

Number of Packages in Instruction Unit 13

Title of Package(s)

1. The English Novel
2. Johnson and His Circle
3. Revolution and Romance: Introduction and James Thomson
4. Oliver Goldsmith, Thomas Gray, William Cowper
5. Robert Burns and William Blake
6. William Wordsworth
7. Samuel Taylor Coleridge
8. Lord Byron I
9. Lord Byron II
10. Percy Bysshe Shelley
11. John Keats
12. Alfred Lord Tennyson
13. Robert Browning

Subject	ENGLISH
Author	Helen S. Mills
Institution	American River College 4700 College Oak Drive Sacramento, Calif. 95841 Phone: (916) 484-8011
Title of Course	Basic Writing Skills
Number of Packages in Instruction Unit	8
Title of Package(s)	1. Sentence Patterns 2. Verbs and Nouns 3. Modifiers 4. Coordination 5. Pronouns and Subject-Verb Agreement 6. Subordination 7. Sentence Inversion, Passive Verb, Verbals 8. Point of View, Parallelism

Subject	ENGLISH
Author	Lucy B. Mooring
Institution	Mount Olive College Mount Olive, N.C. 28365 Phone: (919) 658-2502
Title of Course	English 100
Number of Packages in Instruction Unit	40

Title of Package(s)

- I. Grammar
  - A. Basic Sentence Parts
  - B. Recognizing the Sentence
  - C. Tense, Voice, Mood, etc.
  - D. Modifiers, Omitted Parts, Wordiness, etc.
  - E. Punctuation and Capitalization
- II. Composition
  - A. You Can Write!
  - B. Types of Paragraph Development
  - C. Formulating the Topic Sentence
  - D. The Topic Sentence and the Paragraph/Readings
  - E. Writing and Descriptive Paragraph
  - F. Formulating the Thesis Statement
  - G. Thesis Statement
  - H. Formulating the Thesis (Readings)
  - I. Topic and Sentence Outlines and an Essay
  - J. Writing the Introduction and Conclusion
  - K. Understanding Coherence
  - L. Understanding Emphasis
  - M. Increasing Perception
- III. An Awareness of Values

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject	ENGLISH
Author	Lucy B. Mooring
Institution	Mount Olive College Mount Olive, N.C. 28365 Phone: (919) 658-2502
Title of Course	English 102
Number of Packages in Instruction Unit	16

Title of Package(s)

Term Paper - 7 packages

1. Introduction
2. Poetry vs. Prose
3. Reading a Poem for Understanding
4. Understanding Poetry
5. Thematic Approach - Love
6. Thematic Approach - War
7. Thematic Approach - Philosophical and Social Comment
8. Thematic Approach - Man and God
9. Sight and Sound Composition

Subject	ENGLISH
Author	Aurelia C. Morrow
Institution	Greenville Technical Education Center Box 5616, Sta. B Greenville, S.C. 29606 Phone: (803) 242-3170
Title of Course	English 1
Number of Packages in Instruction Unit	1
Title of Package(s)	Learning the Preposition

Subject	DEVELOPMENTAL ENGLISH COMPOSITION
Author	Maxine Mosley
Institution	Meramec Community College Kirkwood, Mo. 63122 Phone: (314) 966-3402
Title of Course	Developmental English Composition (remedial)
Number of Packages in Instruction Unit	1
Title of Package(s)	Developing Composition Skills

Subject	ENGLISH
Author	Lloyd Norwood
Institution	Grossmont College 8800 Grossmont College Drive El Cajon, Calif. 92020 Phone: (714) 465-1700
Title of Course	English Fundamentals and Introduction to Literature
Number of Packages in Instruction Unit	1
Title of Package(s)	Concrete Poetry

Subject	ENGLISH
Author	Lloyd Norwood
Institution	Grossmont College 8800 Grossmont College Drive El Cajon, Calif. 92020 Phone: (714) 465-1700
Title of Course	English Fundamentals and Introduction to Literature
Number of Packages in Instruction Unit	1
Title of Package(s)	Haiku

Subject SPELLING

Author David J. Peterson

Institution Westinghouse Learning Press
2680 Hanover Street
Palo Alto, Calif. 94304
Phone: (415) 493-3481

Title of Course

Number of Packages in Instruction Unit 48

Title of Package(s)

1A	Orientation: TH, B, D, Hard G Sounds
1B	CH, P Sounds
2A	F, R, V Sounds
2B	H, HW, W, T Sounds
3A	SH Sound
3B	J Sound
4A	M Sound
4B	NG, N Syllabic N Sounds
5A	L Sound
5B	Syllabic L Sound
6A	S Sound
6B	S Sound
7A	Z, ZH Sounds
7B	KW, KS, GZ, Z Sound
8A	K Sound
8B	OI, OU, Short O, Long O Sounds
9A	Long A, Vowel-and-R Sounds
9B	Circumflex O, Vowel-and-R Sounds
10A	Long E Sound
10B	Long E, A, L; Circumflex E, L; Vowel-and-R Sounds
11A	Short A, E Sounds
11B	Long I Sound
12A	Short I Sound
12B	Short I Sound
13A	Vowel-and-R Sounds
13B	Vowel-and-R Sounds (schwa)
14A	Macron O Sound
14B	Y Macron O, Breve O, Short U Sounds
15A	Schwa Sound
15B	Schwa Sound
16A	Schwa Sound
16B	Schwa Sound
17A	Substitution of Sound
17B	Omission of Syllables
18A	Omission and Addition of Sounds
18B	Adding-LY
19A	Adding-ED
19B	Adding-ING
20A	Adding Suffixes
20B	Adding Suffixes
21A	-ANCE, -ENCE, -ENT, -ANT
21B	-ABLE, -IBLE
22A	Plurals
22B	Writing Conventions
23A	Word Confusion
23B	Prefixes
24A	Diagnostic Survey (Form A)
24B	Achivement Survey (Form B)

Subject	ENGLISH
Author	Seymour Prog
Institution	Rio Hondo College 3600 Workman Mill Road Whittier, Calif. 90608 Phone: (714) 692-0921
Title of Course	English 53: Fundamentals of Reading
Number of Packages in Instruction Unit	1
Title of Package(s)	Phonics Program

Subject ENGLISH

Author Odessa J. Ragland

Institution Kittrell Junior College
Kittrell, N.C. 27544
Phone: (919) 492-2131

Title of Course English Literature

Number of Packages in Instruction Unit 20

Title of Package(s)

1. Introduction to the Anglo-Saxon Period
2. Types of Anglo-Saxon Writings
3. The Folk Ballad
4. The Medieval Romance
5. Medieval Drama
6. The Middle English Period: Three Contemporaries of Goeffrey Chaucer
7. Geoffrey Chaucer and *The Canterbury Tales*
8. The Poetry of Geoffrey Chaucer
9. Three Elizabethan Sonnetterees: Spencer, Sidney, and Daniel
10. *The Faerie Queene*
11. Pre-Shakespearean Drama
12. Shakespearean Drama
13. Shakespearean Sonnets
14. The Development of Prose
15. Seventeenth Century Poetry: Cavalier Poets
16. Seventeenth Century Poetry: Metaphysical Poets
17. The Essay—Francis Bacon
18. John Milton's *Paradise Lost*
19. John Milton's *Samson Agonistes*
20. John Bunyan's *The Pilgrim's Progress*

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject	ENGLISH
Author	Benson R. Schulman
Institution	Los Angeles-Pierce College Woodland Hills, Calif. 91364 Phone: (213) 347-0551
Title of Course	English Composition
Number of Packages in Instruction Unit	1
Title of Package(s)	English Composition: An Individualized Course

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject	ENGLISH COMPOSITION
Author	Benson R. Schulman
Institution	Los Angeles Pierce College 6201 Winnetka Avenue Woodland Hills, Calif. 91364 Phone: (213) 347-0551
Title of Course	English Composition, An Individualized Course, Revised Edition
Number of Packages in Instruction Unit	7
Title of Package(s)	1. Orientation and Evaluation 2. Writing Skills: Getting the Idea on Paper 3. Logic for Writers 4. Logic and Illogic in Essays 5. Language Skills: Aspects of Form and Style in Writing 6. Library Skills: Finding Information and Preparing a Paper

Subject ENGLISH

Author Edith Vann

Institution Mount Olive College
Mount Olive, N. C. 28365
Phone: (919) 658-2502

Title of Course English 100: Remedial English

Number of Packages in Instruction Unit 26

Title of Package(s)

1. Basic Sentence Parts and Major Parts of Speech
2. Basic Sentence Patterns
3. Phrases
4. Compound and Complex Patterns
5. Recognizing the Sentence Unit
6. Tense
7. Voice and Mood of Verbs
8. Voice and Mood of Verbs
9. Subject-Verb Agreement
10. Pronouns and Case of Pronouns
11. Pronouns and Case of Pronouns
12. Modifiers
13. Omitted Parts
14. Mixed and Illogical Constructions
15. Wordiness
16. Coordination, Parallelism, Subordination
17. End Punctuation
18. Commas with Semicolons in Compound Elements
19. Commas with Subordinate Elements
20. Commas with Added Sentence Parts

Composition/Reading

A. Formulating the Thesis Statement
B. Writing the Introduction and Conclusion
C1. The Topic Sentence
C2. The Topic Sentence and the Paragraph/Readings
D. Developing Through Example, Anecdote, and Other Illustration
E1. Linking Your Thoughts Together Effectively
E2. Paragraph Coherence
F. Developing Paragraphs by Use of Specific Details
G. Developing Through Comparison and Contrast
H1. The Expository Paragraph: Definition
H2. Developing Through Definition and Analysis
I. Developing Through Reasoning and Evidence
J. Choosing the Right Word
K. Making Effective Sentences

21. Dashes, Colons, and Parentheses
22. Use of Quotation Marks and Italics
23. Use of Quotation Marks and Italics
24. Apostrophes
25. Hyphens
26. Capitalization

Subject ENGLISH

Author Edith Vann

Institution Mount Olive College
Mount Olive, N.C. 28365
Phone: (919) 658-2502

Title of Course English 101

Number of Packages in Instruction Unit 17

Title of Package(s)

1. Grammar/Usage
2. Recognizing the Sentence Unit
3. Faulty Parallelism and Dangling or Misplaced Modifiers
4. Shifts in Subjects and Verbs and Incomplete Constructions
5. Verbs
6. Pronouns and Case of Pronouns
7. Subject-Verb Agreement
8. Mixed and Illogical Constructions
9. Modifiers, Confusion of Adjective and Adverb
10. Glossary of Usage
11. Commas and Semicolons
12. Punctuation (End) and Abbreviations
13. Dashes, Colons, and Parentheses
14. Use of Quotation Marks and Italics
15. Apostrophes
16. Capitalization
17. Hyphens

Composition

A. Prewriting
A1. Formulating the Thesis Statement
B. Sources
B1. Analogy
B2. Classifications
C. Patterns of Organization
D. The Outline
VII A. Expressing Ideas: Paragraphs—Compositions in Miniature
VII B. Effective Sentences, Diction
VIII A. Interpreting Literature—Package A, Biography
VIII B. Interpreting Literature—Package B, Essays
VIII C. The Lord of the Flies
VIII D. Short Stories

Subject	ENGLISH
Author	William B. Wiley
Institution	Riverside City College 3650 Fairfax Riverside, Calif. 92506 Phone: (714) 684-3240
Title of Course	English 50A: Basic Composition
Number of Packages in Instruction Unit	1
Title of Package(s)	Basic Sentence Correctness

Subject	ENGLISH
Author	George J. Wilkerson
Institution	John Tyler Community College Chester, Va. 23831 Phone: (703) 748-2221
Title of Course	English 12: Freshman Composition
Number of Packages in Instruction Unit	8
Title of Package(s)	1. Introduction to Short Story Analysis 2. Imagery and Language 3. The Setting 4. Character 5. Point of View 6. The Plot 7. The Conclusion 8. Summary and Thesis

Subject	ENGLISH
Author	George J. Wilkerson
Institution	John Tyler Community College Chester, Va. 23831 Phone: (703) 748-2221
Title of Course	English 101, 111, Communications
Number of Packages in Instruction Unit	5
Title of Package(s)	1. Analogy and Example 2. Sign and Cause 3. Inference Making 4. Errors in Reasoning 5. Bypassing and Connotation

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject	ENGLISH
Author	Arnold L. Wright
Institution	Louisburg College Louisburg, N. C. 27549 Phone: (919) 496-4101
Title of Course	English Literature 221
Number of Packages in Instruction Unit	14

Title of Package(s)

1. Introduction to Middle Ages
2. Beowulf
3. Chaucer
4. Sir Gawaine and the Green Knight
5. The Second Shepards' Play
6. Everyman
7. Popular Ballads
8. Topics in Medieval Literature
9. Introduction to Sixteenth Century
10. Spenser
11. Shakespeare
12. John Donne
13. John Milton
14. Jonathan Swift

Subject	ENGLISH
Author	Arnold L. Wright
Institution	Louisburg College Louisburg, N. C. 27549 Phone: (919) 496-4101
Title of Course	English Literature 222
Number of Packages in Instruction Unit	11

Title of Package(s)

1. Introduction to the Romantic Period
2. William Wordsworth
3. Samuel Taylor Coleridge
4. John Keats
5. Topics in Romantic Literature
6. Introduction to Victorian Period
7. Charles Dickens
8. Thomas Hardy, Novelist
9. Robert Browning
10. Alfred Lord Tennyson
11. T. S. Eliot, Poet

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject	ENGLISH
Author	James A. Williams
Institution	Louisburg College Box 935 Louisburg, N. C. 27549 Phone: (919) 496-4101
Title of Course	English 101, English Literature
Number of Packages in Instruction Unit	19

Title of Package(s)

1. Punctuation
2. Process Theme
3. Fragments, Run-on, Splices
4. Description Theme
5. Case
6. Exemplifications Theme
7. Subject-Verb Agreement
8. Contrast Theme
9. Unity
10. Analogy Theme
11. Subordination
12. Classification Theme
13. Coherence
14. Definition Theme
15. Parallelism
16. Argumentation
17. Essays I
18. Essays II
19. Essays III

Subject ENGLISH

Author Mary Jane Yarborough

Institution Central Carolina Technical Institute
Box 55, Kelly Drive
Sanford, N.C. 27330
Phone: (919) 775-5401

Title of Course Beginning English

Number of Packages in Instruction Unit 16

Title of Package(s)

1. Reading a Paragraph
2. Using Context Clues
3. How to Use a Textbook
4. How to Read About Psychology
5. Learning Word Parts (2)
6. How to Read a Table of Contents
7. Using the Sounds of Language
8. How to Preview a Chapter
9. How to Read on Business Subjects
10. How to Read in Social Sciences
11. How to Use an Index
12. How to Read a "Pie" Chart
13. How to Read Diagrams and Charts
14. Pronouncing Words by Sound
15. How to Read a Newspaper
16. How to Read on Technical Subjects

Subject ENGLISH

Author John Clingman Young, Jr.

Institution Mitchell College
Statesville, N.C. 28677
Phone: (704) 872-3665

Title of Course English 101, 102

Number of Packages in Instruction Unit 10

Title of Package(s)

1. Spelling Skills—Using the Apostrophe
2. Capitalization, Hyphenation, Verb Agreement
3. Case Forms, Pronouns, Comparisons, Confused Words, Informal and Substandard Usage
4. Misused Modifiers, Pronoun Reference, Coherence, Parallelism
5. Mixed Sentence Structure, Fragments, Comma Splices and Fused Sentences, Commas (Three Rules)
6. Commas (Four Rules), Unnecessary Commas, Dashes and Parentheses
7. Enjoying Fiction—Short stories, Part I
8. Enjoying Fiction—Short stories, Part II
9. Exploring Drama and Reading Plays: Dramatic Criticism—Aristotle's *Poetics*
10. Library Skills—Using the *Book Review Digest*

Subject	ELEMENTARY FRENCH
Author	Jane Harper
Institution	Tarrant County Junior College, NE 828 Harwood Road Hurst, Texas 76053 Phone: (817) 281-7860
Title of Course	French 1614, Elementary French I
Number of Packages in Instruction Unit	1
Title of Package(s)	

Subject	ELEMENTARY FRENCH
Author	Jane Harper
Institution	Tarrant County Junior College, NE 828 Harwood Road Hurst, Tex. 76053 Phone: (817) 281-7860
Title of Course	French 1624, Elementary French II
Number of Packages in Instruction Unit	1
Title of Package(s)	

Subject	FRENCH
Author	Joann Horton
Institution	Kittrell Junior College Kittrell, N.C. 27544 Phone: (919) 492-2131
Title of Course	Beginning French
Number of Packages in Instruction Unit	12

Title of Package(s)

1. Geography of France
2. Articles & Prepositions Used with Nouns
3. The Uses of the Partitive
4. Conjugation of Etre and Avoir, Present Indicative—Conjugation of Regular Verbs
5. Numbers
6. Word Order in Asking Questions
7. Interrogative, Demonstrative, and Possessive Adjectives
8. Descriptive Adjectives
9. Passe Compose of Regular Verbs
10. Present Indicative of Second and Third Conjugations (Passe Compose Included)
11. Personal Pronouns
12. Possessive Pronouns, The Imperfect Tense, The Conditional Tense

Subject	FRENCH
Author	Leon J. Smith
Institution	Mount Olive College Mount Olive, N.C. 28365 Phone: (919) 658-2502
Title of Course	Introduction to French
Number of Packages in Instruction Unit	10

Title of Package(s)

1. Introduction: The Gender of Nouns
2. The French -er- Verb
3. The Negative; Possessive Adjectives; Demonstrative Adjectives; Relative Pronouns
4. The French -ir- Verb
5. The Partitive Construction
6. The French -re- Verb
7. Direct and Indirect Object Pronouns
8. Basic Irregular Verbs: Etre, Aller, Faire, Avoir
9. The French Adjective
10. The French Reflexive Verb

Subject	FRENCH
Author	Joann Horton
Institution	Kittrell Junior College Kittrell, N.C. 27544 Phone: (919) 492-2131
Title of Course	Intermediate French
Number of Packages in Instruction Unit	9
Title of Package(s)	1. Word Order and Negation 2. Cardinal Numbers: Hours and Dates 3. Pronouns, Objects, and the Imperative 4. Adjectives 5. Past Participles & the Passe Compose 6. Possessive Adjectives 7. The Partitive 8. Adverbs and Comparisons 9. The Future Tense

Subject	FRENCH
Author	Rosemary Hyde Thomas
Institution	Forest Park Community College 5600 Oakland Avenue St. Louis, Mo. 63110 Phone: (314) 644-3300
Title of Course	Elementary and Intermediate French
Number of Packages in Instruction Unit	19

Title of Package(s)

1. Oral and Written Use of French Sounds Having Close English Equivalents
2. Basic French Sentence Formulas I
3. Basic French Sentence Formulas II
4. Past, Present, and Future Verbs
5. Basic Modifications and Replacements in French Sentences
6. Oral and Written Use of French Sounds Having No Close English Equivalent
7. Use and Replacement of French Adjectives and Adverbs I
8. Use and Replacement of French Adjectives and Adverbs II
9. Concept and Formation of Past Verbal Modes in French
10. Differentiation and Use of Past Verbal Modes in French
11. Oral and Written Use of Compound French Sounds Having No Close English Equivalents
12. Use of French Numerical Formulas and Indefinite Referent Pronouns
13. Future Verbal Modes in French I
14. Future Verbal Modes II
15. French Adverbs of Time, Causality, Intensity, Amount
16. Noun Phrase Substitutions—the French Determiner System
17. Future Verbal Modes III
18. Noun Phrase Substitutions II—French Pronouns
19. Noun Phrase Substitutions III—French Pronouns

Subject	FRENCH
Author	Canzada Woods
Institution	John Tyler Community College P.O. Drawer "T" Chester, Va. 23831 Phone: (703) 748-2221
Title of Course	French 101, 102, 103
Number of Packages in Instruction Unit	4
Title of Package(s)	1. How to Tell Time in French 2. The Greetings and the Verb "Aller" 3. Weather: Using the Verb "Faire" 4. Self-Instructional Packages for Lessons 1-33

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject	FRENCH
Author	Canzada Woods
Institution	John Tyler Community College P.O. Drawer "T" Chester, Va. 23831 Phone: (703) 748-2221
Title of Course	French 201, 202, 203
Number of Packages in Instruction Unit	200
Title of Package(s)	French. 200 packages on reflexive verbs, verbs that take "Etre," irregular verbs, pronouns, prenositions, etc.

Subject	GEOGRAPHY
Author	Charles L. Sullivan
Institution	Mississippi Gulf Coast Junior College P.O. Box 142 Perkinston, Miss. 39573 Phone: (601) 928-7211
Title of Course	Geography (Introductory)
Number of Packages in Instruction Unit	17

Title of Package(s)

I. Physical World
  1. Introduction
  2. Physical Environment
  3. The Controls of Climate
  4. Vegetation and Soils
  5. Water Resources
  6. Landforms
II. Transition from Physical to Regional World
  7. Resources and Population
III. Regional World
  8. Races, Regionalism, and Introduction to Europe
  9. British Isles and British Commonwealth
  10. Continental Europe: Scandinavia, the Benelux, and France
  11. Germany, the Shatterzone, and the Mediterranean Lands
  12. Soviet Union (USSR)
  13. Anglo-America
  14. Latin-America
  15. Asia
  16. Africa
  17. Australia

Subject	HEALTH EDUCATION
Author	Robert McCray
Institution	Columbia Basin College Pasco, Wash. 99301 Phone: (509) 547-0511
Title of Course	Health Education 100
Number of Packages in Instruction Unit	28

Title of Package(s)

1. Mental Illness
2. Reaction to Stress
3. Academic Survival
4. Alcohol
5. Drugs
6. Bones and Muscles
7. Decision Making
8. Cancer
9. Organ Transplant
10. Health Quackery
11. Nature of Sex
12. Pre-Marital Relationships
13. Unplanned Parenthood
14. Venereal Disease
15. Love, Friendship, and Marriage
16. Air Pollution
17. Water Pollution
18. Metropolitan Problems
19. Respiratory System
20. Prejudice
21. Circulatory System
22. Digestive System
23. Nervous System
24. The Eyes
25. The Ears
26. Suicide
27. Rationalizing Sex Behavior
28. Guidelines for Sex Behavior

Subject	HEALTH EDUCATION
Author	Dorothy E. McKoy
Institution	Kittrell Junior College Kittrell, N.C. 27544 Phone: (919) 492-2131
Title of Course	Personal Hygiene
Number of Packages in Instruction Unit	8
Title of Package(s)	1. Definition of Health and Related Factors 2. Make-up of the Body 3. Skeletal System 4. Personal Appearance 5. Drug Use and Abuse 6. Sex Education 7. Mental Health 8. Alcohol and Alcoholism

Subject	HEALTH
Author	Bernard Murphy and Richard Gilliland
Institution	Santa Fe Junior College 723 W. University Ave. Gainesville, Fla. 32601 Phone: (904) 378-5311
Title of Course	
Number of Packages in Instruction Unit	1
Title of Package(s)	Audio-Tutorial Laboratory

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject	HISTORY
Author	Leslie Baskerville
Institution	Kittrell College Kittrell, N.C. 27544 Phone: (919) 492-2131
Title of Course	U. S. History—1865 to Present
Number of Packages in Instruction Unit	13

Title of Package(s)

1. Civil War
2. Reconstruction and the New South
3. Black Power in Dixie
4. The Rise of American Business
5. The Progressive Era
6. Expansion and Imperialism
7. World War I
8. The Great Depression
9. The Black Man Faces the 20th Century
10. World War II
11. The Post War Years
12. Civil Rights Movement
13. 1968 Election

Subject	HISTORY
Author	Leslie Baskerville
Institution	Kittrell Junior College Kittrell, N.C. 27544 Phone: (919) 492-2131
Title of Course	Western Civilization
Number of Packages in Instruction Unit	15

Title of Package(s)

1. The Beginnings
2. The Age of Discovery
3. Revolutionary Ideas of the 16th and 17th Centuries
4. Revolutions of the 18th and 19th Centuries
5. European Industrialization
6. Early Development of Socialism and Communism
7. Capitalism and 19th Century Imperialism
8. World War I
9. The Russian Revolution
10. The Rise of Dictators
11. The Chinese Revolution
12. World War II
13. The Nationalist Tradition
14. Pan Africanism
15. Civil Rights Movement

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject	WESTERN CIVILIZATION
Author	Kenneth W. Dilda
Institution	Mount Olive College Mount Olive, N.C. 28365 Phone: (919) 658-2502
Title of Course	Western Civilization 101
Number of Packages in Instruction Unit	13

Title of Package(s)

1. Prehistory: The Origin and Development of Earth, Life, and Man from 4.5 Billion to 5.000 B.C.
2. The First Civilizations
3. The Greek Civilization
4. The Roman Civilization: From Its Origins to 27 B.C.
5. The Roman Empire: 27 B.C. to 476 A.D.
6. The Byzantine Civilization
7. The Muslim Civilization
8. The Middle Ages: Political Conditions in Western Europe From the Fall of Rome to c. 1000 A.D.
9. The Middle Ages: The Rise of Nation-States
10. The Middle Ages: The Role of the Catholic Church
11. The Reformation
12. The Renaissance
13. Scientific, Social, Economic, Educational, and Cultural Achievements During the Middle Ages

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject	HISTORY
Author	Kenneth W. Dilda
Institution	Mount Olive College Mount Olive, N.C. 28365 Phone: (919) 658-2502
Title of Course	Western Civilization 102
Number of Packages in Instruction Unit	15

Title of Package(s)

1. The Age of Exploration and Discovery
2. England: 1485-1783
3. France: 1498-1789
4. The French Revolution: 1789-1815
5. Russia Under the Czars
6. The Industrial Revolution
7. Socialism
8. The Unification of Italy
9. The Unification of Germany
10. Nineteenth Century Europe
11. World War I
12. Germany: 1919-1945
13. Soviet Union: 1917-1971
14. World War II
15. Post-War Europe

Subject	HISTORY
Author	William H. Garner
Institution	Kittrell Junior College Kittrell, N.C. 27544 Phone: (919) 492-2131
Title of Course	U. S. History 201
Number of Packages in Instruction Unit	11

Title of Package(s)

1. Major Study Skills
2. Background to Discovery of America
3. The Age of Discovery
4. The Thirteen English Colonies
5. New Tensions Strain Old Loyalties
6. The Revolutionary War
7. The Federal Union Created
8. Comparison of Jeffersonian and Jacksonian Democracy
9. The Abolitionist Movement
10. Manifest Destiny Accomplished
11. The Black Man in the Civil War

Subject	AMERICAN HISTORY
Author	John H. Gauntlett
Institution	John Tyler Community College Chester, Va. 23831 Phone: (703) 748-2221
Title of Course	American History I, II, III
Number of Packages in Instruction Unit	10
Title of Package(s)	American History (varies with period discussed)

Subject	HISTORY 101
Author	James Healy
Institution	Kittrell Junior College Kittrell, N.C. 27544 Phone: (919) 492-2131
Title of Course	World Civilization
Number of Packages in Instruction Unit	11

Title of Package(s)

1. Early Civilization
2. Greece
3. The Roman World
4. Feudalism and the Manorial System (500-1050)
5. "The Spread of Islam"
6. A Survey of Sub-Sahara Africa
7. A Survey of the Afro-Islamic Kingdom of West Africa
8. The Rise of Trade and Towns
9. Religion and Politics (1300-1500)
10. The Renaissance
11. The Reformation

Subject	HISTORY 102
Author	James Healy
Institution	Kittrell Junior College Kittrell, N.C. 27544 Phone: (919) 492-2131
Title of Course	World Civilization
Number of Packages in Instruction Unit	15

Title of Package(s)

1. The Beginnings
2. The Age of Discovery
3. Revolutionary Ideas of the 16th and 17th Centuries
4. Revolutions of the 18th and 19th Centuries
5. Europe in Industrialization
6. Early Development of Socialism and Communism
7. Capitalism and 19th Century Imperialism
8. World War I
9. The Russian Revolution
10. The Rise of Dictators
11. The Chinese Revolution
12. World War II
13. The Nationalistic Tradition
14. Pan Africanism
15. Civil Rights Movement

Subject	HISTORY
Author	Stephen G. Herman
Institution	Mitchell College Statesville, N.C. 28677 Phone: (704) 872-3665
Title of Course	Civilization 101, 102
Number of Packages in Instruction Unit	18

Title of Package(s)

1. What Is History?
2. The Prehistoric Period
3. The Advent of Civilization
4. Greek Civilization
5. Rome
6. The Rise of Christianity/The Decline of Rome/The Germanic Migrations
7. Byzantine Empire
8. Moslem Civilization
9. The Feudal Structure
10. A Review Unit
11. The Emergence of the Modern Age—Science
12. Thought, and Absolute Monarchy
13. Development of Constitutional Monarchy (England)
14. Rise of Prussia and Russia as States
15. The Wars of the Despots
16. Rise of England as the Dominant Colonial Power
17. The French Revolution
18. Europe—1815 to 1914 (a topical unit surveying the major movements and trends of the period)

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M. STEPHEN SHELDON, COMP. & YOUNG PARK, COMP. CALIFORNIA UNIV., LOS ANGELES. ERIC CLEARINGHOUSE FOR JUNIOR COLL. INFORMATION.; CALIFORNIA UNIV., LOS ANGELES. SCHOOL OF EDUCATION. 72. 278P.

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject	HISTORY
Author	Melvin P. Lesser
Institution	Los Angeles City College 855 N. Vermont Avenue Los Angeles, Calif. 90029 Phone: (213) 663-9141
Title of Course	The United States in the Twentieth Century
Number of Packages in Instruction Unit	15

Title of Package(s)

1. Progressive Movement
2. Theodore Roosevelt
3. Woodrow Wilson
4. The U.S. and World War I
5. Some Neglected Americans (minority groups)
6. The Roaring Twenties
7. Depression
8. The New Deal
9. The Road to World War II
10. World War II—Over Here
11. World War II—Over There
12. Truman and Eisenhower
13. The Cold War
14. Kennedy and Johnson
15. Civil Rights and Black Revolution

Subject	HISTORY
Author	Claude Moore
Institution	Mount Olive College Mount Olive, N.C. 28365 Phone: (919) 658-2502
Title of Course	History of North Carolina
Number of Packages in Instruction Unit	14

Title of Package(s)

1. The Natural Setting and Native Peoples of North Carolina
2. Exploration and Discoveries Along the Atlantic Coast and the Attempt at Settlement in North Carolina
3. North Carolina Under the Lords Proprietors, 1663-1729
4. Colonial Houses and Buildings in North Carolina
5. The Coming of the Highlanders, Scotch-Irish and Germans, 1729-1775
6. North Carolina Under Royal Rule, 1730-1776
7. Agriculture, Industry, Slavery, Trade, and Transportation 1729-1776
8. Religious and Cultural Development of North Carolina, 1730-1776
9. The Causes of the American Revolution
10. North Carolina in the American Revolution
11. North Carolina 1783-1800
12. North Carolina During the Jefferson, Madison, and Monroe Administrations
13. North Carolina Dominated by Planters, 1824-1835
14. Progress in North Carolina, 1835-1860

Subject	HISTORY
Author	J. Oscar Stradley
Institution	Mitchell College Statesville, N.C. 28677 Phone: (704) 872-3665
Title of Course	United States History
Number of Packages in Instruction Unit	31

Title of Package(s)

1. The New World Beginnings, and English Colonization
2. The Duel for North America
3. The Road to Revolution
4. America Secedes from the Empire
5. The Confederation and the Constitution
6. The Federalist, and Jeffersonian Democracy
7. Madison and the Upsurge of Nationalism
8. The Emergence of Jacksonian Democracy
9. Jacksonian Democracy, and Manifest Destiny
10. The Revolution in Industry and Transportation, 1790-1860
11. Population, Religion, Education, and Social Reform, 1790-1860
12. Slavery, and the Sectional Struggle
13. Drifting Toward Disunion, 1854-1861
14. The War for Southern Independence
15. Behind the Lines: North and South
16. The Ordeal of Reconstruction
17. Grantism and Republican Rule, 1869-1880
18. Personalities, Politics, and Reform, 1880-1889
19. Industry, and New Social and Cultural Horizons, 1865-1900
20. The Agricultural Revolution, and the Revolt of the Debtor, 1865-1900
21. The Path of Empire, 1899-1909
22. Roosevelt and Taft
23. Woodrow Wilson and the Road to World War I
24. The War to End War, 1917-1918
25. Making and Breaking the Peace—and the Mirage of Normalcy
26. The Jazz Age and the Onset of the Depression
27. The New Deal and Foreign Affairs
28. America in World War II
29. Truman and the Cold War
30. Korea and the Eisenhower Era
31. New Frontiersmen and the Potomac

Subject	DIET MODIFICATIONS
Author	Sister Jane Frances Lamm
Institution	Presentation College Aberdeen, S.D. 57401 Phone: (605) 255-0420
Title of Course	Diet Modifications
Number of Packages in Instruction Unit	13

Title of Package(s)

1. Acid Base Balance of the Body and Dietary Modifications
2. Children's Diets
3. Diet Modifications for Cardiac Conditions Due to Atherosclerosis
4. Hospital Diets, Less Frequently Used Diets
5. Minerals and Dietary Modifications
6. Normal Nutrition
7. Nutrition for Older Americans
8. Pre-Maternal Nutrition
9. Gastro-Intestinal Diseases
10. Lipids
11. Obesity
12. Diabetes
13. Sodium

Subject	NUTRITION
Author	Sister Jane Frances Lamm, Sister Scholastica Lemme
Institution	Presentation College Aberdeen, S.Dak. 57401 Phone: (605) 255-0420
Title of Course	Food Sanitation
Number of Packages in Instruction Unit	1
Title of Package(s)	Food Sanitation: A World Problem

Subject	HOME ECONOMICS
Author	
Institution	Lane Community College Eugene, Ore. 97405 Phone: (503) 747-4501
Title of Course	Child Care
Number of Packages in Instruction Unit	6
Title of Package(s)	1. Your Food Dollars 2. Planning for Spending 3. Maintaining Your Home 4. Beautifying the Setting 5. Childproofing Your Home 6. Shopping for Bargains

Subject	HOME ECONOMICS
Author	
Institution	Lane Community College Eugene, Ore. 97405 Phone: (503) 747-4501
Title of Course	General Home Economics
Number of Packages in Instruction Unit	6
Title of Package(s)	1. Let Washday Sparkle 2. Let It Rain 3. Eye-Foolers 4. Shop-Wise Appliance Guide 5. Super Food Shopper 6. Happy Mealtimes

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DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject	HOME ECONOMICS
Author	Connie Warch
Institution	Fullerton Junior College 321 E. Chapman Fullerton, Calif. 92634 Phone: (714) 871-8000
Title of Course	Clothing 1A
Number of Packages in Instruction Unit	1
Title of Package(s)	Clothing Video-tape Series

Subject	HOME ECONOMICS-SEWING
Author	Connie Warch
Institution	Fullerton Junior College 321 E. Chapman Fullerton, Calif. 92634 Phone: (714) 871-8000 or (714) 630-2797
Title of Course	"The Connie Warch Sewing Series"
Number of Packages in Instruction Unit	26

Title of Package(s)

1. Preview, Equipment, Alterations, Miniature Dress Pattern in Workbook
2. Preparing Fabric, Pattern Layout, Pinning, Cutting
3. Snipping, Marking, Tailor Basting
4. Stay-Stitching, Darts, Professional Pressing
5. Shoulder Seams, Neck Facings
6. Collars
7. Completing the Neckline, Catch-Stitch Hem
8. Setting-In a Sleeve, Vertical Hem
9. Setting-On a Sleeve, Seam Finishes
10. Preparing the Skirt, Tailors Hem, Machine Hem
11. Attaching the Skirts and Bodice
12. The Simple Single-Flap Zipper, Finishing Details; Dress Evaluation
13. Zippers! Zippers! Zippers!
14. Skirt Project Specifications, How to Alter a Skirt
15. Cutting, Snipping, Marking, Underlining, Lining, and Tailor Basting
16. Stay-Stitching, Darts, Hand-Picked Zipper
17. Fitting Skirt with Grosgrain Ribbon; Final Stitching Side Seams, Seam Finishes, Lining
18. Attaching Lining, Grosgrain Waistband
19. Skirt Hook and Eye, Hem, Skirt Evaluation
20. Selecting Fabrics and Patterns for a Dress
21. Altering Your Dress for a Perfect Fit
22. Various Methods for Sewing a Dress Together
23. Designer Details for the $500.00 Look
24. Bound Buttonholes, Hand-Worked Buttonholes
25. Applying the First 24 Lessons to Other Garments: Children's Clothes, Men's Clothes, Fitting and Constructing Pants
26. Applying the First 25 lessons to Knit Construction of Garments

Subject	LIBRARY INSTRUCTION	
Author	Virginia Alleman, Mariana Grazaitis	
Institution	Golden West College Huntington Beach, Calif. 92647 Phone: (714) 892-7711	Orange Coast College Costa Mesa, Calif. 92626 Phone: (714) 834-5712
Title of Course	How to Use the Reader's Guide	
Number of Packages in Instruction Unit	21	
Title of Package(s)	How to Use the Reader's Guide	

Subject	MATHEMATICS
Author	Roy Lee Bass
Institution	Kittrell College Kittrell, N.C. 27544 Phone: (919) 492-2131
Title of Course	Math 101: Elementary Algebra
Number of Packages in Instruction Unit	22

Title of Package(s)

1. Properties of the Real Numbers
2. Mathematical Symbols
3. Addition of Signed Numbers
4. Subtraction of Signed Numbers
5. Multiplication of Signed Numbers
6. Division of Signed Numbers
7. Identity Equations
8. Open Equations and Operational Theorems
9. Removing Parentheses
10. Verbal Problems—Mixture and Number
11. Verbal Problems—Age and Consecutive Numbers
12. Verbal Problems—Motion
13. Verbal Problems—Geometric
14. Rectangular Coordinate—Terms
15. Rectangular Coordinate—Slope and Intercept
16. Rectangular Coordinate—Graphing
17. Equations Having Two Variables
18. Word Problems—Two Variables
19. Multiplications of Polynomials
20. Factoring Polynomials
21. Algebraic Fractions
22. Fractional Equations and Complex Fractions

Subject	MATHEMATICS
Author	Roy Lee Bass
Institution	Kittrell Junior College Kittrell, N.C. 27544 Phone: (919) 492-2131
Title of Course	Math 101: Elementary College Algebra
Number of Packages in Instruction Unit	23

Title of Package(s)

1. The Nature of Mathematics
2. Set Theory and Terminology
3. Symbols and Terms in Mathematics
4. Properties of the Real Number System
5. Addition of Signed Numbers
6. Subtraction of Signed Numbers
7. Multiplication of Signed Numbers
8. Division of Signed Numbers
9. Solving Equations by Using Operational Axioms
10. Using the Distributive Axiom to Solve Equations
11. Verbal Problems: Number and Mixture
12. Verbal Problems: Consecutive and Age
13. Verbal Problems: Motion
14. Verbal Problems: Geometric
15. Rectangular Coordinates
16. Graphs of Linear Functions
17. Slope of Linear Equations
18. Systems of Equations in Two Variables
19. Writing and Solving Equations in Two Variables
20. Multiplication of Polynomials
21. Factoring Polynomials
22. Algebraic Fractions
23. Complex Fractions and Fractional Equations

Subject	MATHEMATICS
Author	Roy Lee Bass
Institution	Kittrell Junior College Kittrell, N.C. 27544 Phone: (919) 492-2131
Title of Course	Math 102: College Algebra
Number of Packages in Instruction Unit	10
Title of Package(s)	1. Radical Exponents and Complex Numbers 2. Quadratic Equations 3. Advanced Factoring and Applications

Subject	MATHEMATICS
Author	Roy Lee Bass
Institution	Kittrell College Kittrell, N.C. 27544 Phone: (919) 492-2131
Title of Course	Math 192. College Algebra
Number of Packages in Instruction Unit	5
Title of Package(s)	1. Quadratic Equations—Method of Solving 2. Radicals and Exponents 3. Matrices and Determinants 4. Logarithms 5. Graphs of Quadratic Equations

Subject	MATHEMATICS
Author	William B. Blanchard
Institution	Chaffey College 5885 Haven Ave. Alta Loma, Calif. 91701 Phone: (714) 987-1737
Title of Course	Math 5, Review of Arithmetic
Number of Packages in Instruction Unit	1
Title of Package(s)	Review of Arithmetic

Subject	MATHEMATICS
Author	William B. Blanchard
Institution	Chaffey College 5885 Haven Ave. Alta Loma, Calif. 91701 Phone: (714) 987-1737
Title of Course	Math 60, Basic Slide Rule
Number of Packages in Instruction Unit	1
Title of Package(s)	Beginning Slide Rule

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Subject	SLIDE RULE
Author	Mrs. Arrie Boyd
Institution	Midlands Technical Education Association Drawer Q 316 Beltline Blvd. Columbia, S.C. 29205 Phone: (803) 782-5471
Title of Course	The Slide Rule
Number of Packages in Instruction Unit	4
Title of Package(s)	1. Reading of Scales - Multiplication 2. Division 3. Multiple Operations 4. Ratio and Proportion

Subject	MATHEMATICS
Author	Ralph Brown, Jr.
Institution	Southwest Virginia Community College Richlands, Va. 24641 Phone: (703) 964-4028
Title of Course	General College Math Introductory Math Analysis
Number of Packages in Instruction Unit	1
Title of Package(s)	General College Math III

Subject	MATHEMATICS
Author	Caroline Castelloe
Institution	Mount Olive College Mount Olive, N.C. 28365 Phone: (919) 658-2502
Title of Course	Math 53, Intermediate Algebra
Number of Packages in Instruction Unit	13

Title of Package(s)

1. Sets of Numbers
2. Operations with Signed Numbers
3. Operations with Fractions
4. Properties of Real Numbers
5. Algebraic Expression: An Introduction
6. Exponents
7. Operations with Monomials
8. Operations with Polynomials
9. Special Products and Factoring
10. Linear Equations
11. Radicals
12. Quadratic Equations
13. Algebraic Fractions

Subject	MATHEMATICS
Author	Caroline Castelloe
Institution	Mount Olive College Mount Olive, N.C. 28365 Phone: (919) 658-2502
Title of Course	Math 53, Intermediate Algebra
Number of Packages in Instruction Unit	14

Title of Package(s)

1. Sets of Numbers
2. Operations with Signed Numbers
3. Properties of Real Numbers
4. Algebra Expressions: An Introduction
5. Addition and Subtraction of Monomials
6. Exponents
7. Multiplication, Division, Raising to Powers, and Extracting Roots of Monomials
8. Operations with Polynomials
9. Special Products and Factoring
10. Linear Equations
11. Radicals
12. Quadratic Equations
13. Algebraic Fractions
14. Fractional Equations

Subject	TRADE MATHEMATICS
Author	Henry Engman
Institution	Columbia Basin Community College 2600 N. Chase Avenue Pasco, Wash. 99301 Phone: (509) 547-0511
Title of Course	Trade Mathematics
Number of Packages in Instruction Unit	4
Title of Package(s)	Math 124 - Basic Arithmetic Math 125 - Carpentry Math Math 126 - Machinists Math Math 127 - Basic Trigonometry

Subject MATHEMATICS

Author Jimmy Foster

Institution Central Carolina Technical Institute
Route 2, Box 55
Sanford, N.C. 27330
Phone: (919) 775-5401

Title of Course Math 1101

Number of Packages in Instruction Unit 24

Title of Package(s)

1. Adding and Subtracting Whole Numbers
2. Multiplying and Dividing Whole Numbers
3. Adding and Subtracting Fractions (Like Denominators)
4. Adding and Subtracting of Mixed Numbers
5. Multiplying Fractions
6. Division of Fractions
7. Calculating Length of Bent Pieces of Metal
8. Adding and Subtracting Decimal Fractions
9. Decimals

9a. Metric System

10. Percentage
11. Percentage
12. Ratio
13. Proportion
14. Pulley Speeds and Diameters
15. Gear Trains
16. Exponents
17. Square Roots
18. Areas of Squares and Rectangles
19. Areas of Parallelograms and Trapezoids
20. Triangles
21. Circles
22. Cylinders
23. Review

Subject	MATHEMATICS
Author	Tyrone D. Gormley
Institution	Burlington County Community College Pemberton, N.J. 08068 Phone: (609) 894-9311
Title of Course	Intermediate Algebra - Mathematics 003
Number of Packages in Instruction Unit	8
Title of Package(s)	1. Fundamental Concepts 2. Polynomials 3. Rational Algebraic Expressions 4. Word Problems 5. First Degree Equations 6. Equations of Higher Degree. Complex Numbers 7. Functions. Graphs. and Inequalities 8. Exponents. Logarithms. and the Binomial Theorem

Subject	MATHEMATICS
Author	Tyrone D. Gormley
Institution	Burlington County Community College Pemberton, N.J. 08068 Phone: (609) 894-9311
Title of Course	Math 114. Modern College Mathematics II
Number of Packages in Instruction Unit	7
Title of Package(s)	1. Fractions and Rational Numbers 2. Decimals and Real Numbers 3. Mathematical Systems 4. Nonmetric Geometry 5. Metric Geometry 6. Statistics 7. History and Philosophy of Mathematics

Subject	MATHEMATICS
Author	William Hemmer and Robert Evans
Institution	Grossmont College 8800 Grossmont College Drive El Cajon, Calif. 92020 Phone: (714) 465-1700
Title of Course	Math 105, Beginning Algebra
Number of Packages in Instruction Unit	1
Title of Package(s)	Beginning Algebra

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject MATHEMATICS

Author William Hemmer and Robert Evans

Institution Grossmont College
8800 Grossmont College Drive
El Cajon, Calif. 92020
Phone: (714) 465-1700

Title of Course Math 105, Beginning Algebra

Number of Packages in Instruction Unit 45

Title of Package(s)

Unit I Graphs and Relationships
1. Scale Reading
2. Graph Reading
3. Scale Building
4. Graph Building
5. Loosely Related Quantities
6. Using a Graph to Get Fast Answers
7. Slope of a Line
8. Uses of Slope
9. Units of Slope
10. Using Relationships
11. Unit I Review

Unit II Direct Variation
12. The Relationship Defined
13. The Several Forms of the Relationship
14. Which Form is Best?
15. More on the Meaning and Use of Slope
16. From Rate to Relationship
17. The Units Game
18. A Constant Ratio
19. Some Special Constant Ratios
20. Unit II Review

Unit III Ratio and Proportion
21. What is a Proportion?
22. Similar Figures and Proportion
23. Direct Variation, a Mask for Proportion
24. Unit III Review

Unit IV Linear Relationships
25. Reading and Graphing
26. More about Slope
27. Linear Relationships; Graphic to Symbolic
28. Using a Linear Relationship
29. What's a Math Problem
30. Graphing a Linear Equation
31. Breaking Even (Linear Systems)
32. Linear Relationships, Verbal to Symbolic
33. More on Linear Systems
34. Unit IV Review

Unit V Quadratic Relationships
35 through 40
41. Unit V Review

Unit VI Exponential Relationships
42 through 44
45. Unit VI Review

Subject	MATHEMATICS
Author	
Institution	Lane Community College Eugene, Ore. 97405 Phone: (503) 747-4501
Title of Course	Elementary Algebra
Number of Packages in Instruction Unit	32

Title of Package(s)

1. Sets and Whole Numbers
2. Numerals and Binary Operations
3. Numeral Expressions and Order of Operations
4. Variables and Variable Expressions
5. Introduction to Equations
6. Properties of Whole Numbers: Part I
7. Properties of Whole Numbers: Part II
8. Whole Numbers Used as Exponents
9. The Set of Integers
10. Addition and Subtraction of Integers
11. Multiplication and Division of Integers
12. Simplifying Numerical Expressions Containing Integers
13. Simplifying Variable Expressions
14. The Fractional Form and Meaning of Rational Numbers
15. The Set of Real Numbers
16. Basic Properties of Fractional Expressions
17. Multiplication and Division of Fractional Expressions
18. Addition and Substraction of Fractional Expressions
19. Introduction to Negative Exponents
20. Multiplication of Algebraic Expressions
21. Factoring Algebraic Expressions
22. Operations with Fractional Expressions
23. Solving Equations: First Degree and Quadratic
24. Solving Equations: Fractional and Absolute Values
25. Solving Inequalities
26. Introduction to Radicals and Fractional Exponents
27. Operations with Radical Expressions
28. Using the Quadratic Formula
29. Ordered Pairs and Graphing Linear Equations
30. Graphing Absolute Value and Quadratic Equations
31. Solving Systems of Linear Equations
32. Introduction to Relations and Functions

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject	MATHEMATICS
Author	
Institution	Lane Community College Eugene, Ore. 97405 Phone: (503) 747-4501
Title of Course	Intermediate Algebra
Number of Packages in Instruction Unit	20

Title of Package(s)

1. Introduction to Sets
2. Graphs of the Number Line
3. Review of Field Properties: Part I
4. Review of Field Properties: Part II
5. Factoring
6. Fractions
7. Exponents
8. Radicals
9. Solution Sets of Linear Equations
10. Solution Sets of Quadratic Equations
11. Relations and Functions
12. The Linear Functions
13. The Quadratic Function
14. Conic Sections
15. Inverse Functions
16. Exponential Functions
17. Properties of Logarithms
18. More on Solution Sets of Equations and Inequalities
19. Determinants and Systems of Linear Equations
20. Systems of Equations

Subject	MATHEMATICS
Author	Jean Lesslie
Institution	Greenville Technical Education Center Box 5616, Sta. B Greenville, S.C. 29606 Phone: (803) 242-3170
Title of Course	Math I, Basic Mathematics
Number of Packages in Instruction Unit	1
Title of Package(s)	Addition with Dollars and Cents

Subject	MATHEMATICS
Author	Robert O. Maier
Institution	El Camino College Via Torrance, Calif. 90506 Phone: (213) 321-1121
Title of Course	Math 7, Elementary Probability and Statistics
Number of Packages in Instruction Unit	2
Title of Package(s)	SID on Calculating Correlation Coefficient 1. Instruction Package 2. Check Point Package

Subject	DEVELOPMENTAL MATH PROGRAM - ARITHMETIC & ELEMENTARY ALGEBRA
Author	Frances S. Mangan
Institution	Meramec Community College Kirkwood, Mo. 63122 Phone: (314) 966-3402
Title of Course	Basic Math, Elementary Algebra
Number of Packages in Instruction Unit	Arithmetic - 33 Elementary Algebra - 18
Title of Package(s)	Arithmetic for self-study Elementary Algebra for self-study

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject	MATHEMATICS
Author	Gene B. Mercer
Institution	Mount Olive College Mount Olive, N.C. 28365 Phone: (919) 658-2502
Title of Course	Math 103, College Algebra
Number of Packages in Instruction Unit	15

Title of Package(s)

1. Sets and Set Operations
2. Number Systems
3. Properties of the Real Number System
4. Functions
5. Solving Equations: Simple Equations, Fractional Equations, and Formulas
6. Solving Quadratic Equations by Factoring and the Quadratic Formula
7. Solving Equations Containing Radicals
8. Solving Inequalities
9. Solving Systems of Equations in Two Unknowns
10. Determinants and Cramer's Rule
11. Solving Systems of Equations in Three Unknowns
12. Linear Programming
13. Mathematical Induction
14. The Binomial Theorem
15. Arithmetic and Geometric Progressions

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject	MATHEMATICS
Author	Gene Mercer and Caroline Castelloe
Institution	Mount Olive College Mount Olive, N.C. 28365 Phone: (919) 658-2502
Title of Course	Math 104, Trigonometry
Number of Packages in Instruction Unit	13

Title of Package(s)

1. The Six Trigonometric Functions
2. Trigonometric Function of Positive Acute Angles
3. Applications of Trigonometry
4. Vectors and Polar Coordinates
5. Finding Values of Functions of Any Angle
6. Law of Sines and Cosine Law
7. Measure of Angles in Terms of Radians
8. Graphs of Trigonometric Functions
9. Inverse Trigonometric Functions
10. Trigonometric Identities
11. Solving Trigonometric Equations
12. Special Trigonometric Formulas
13. Complex Numbers in Trigonometric Form

Subject	MATHEMATICS
Author	R. T. Roper, Jr.
Institution	Greenville Technical Education Center Greenville, S.C. 29606 Phone: (803) 496-4529
Title of Course	
Number of Packages in Instruction Unit	1
Title of Package(s)	Prime Numbers Under One Hundred

Subject	MATHEMATICS
Author	Ephraim G. Salins, Russell L. Fleury
Institution	Montgomery College Takoma Park, Md. 20012 Phone: (301) 587-0415
Title of Course	Algebra: An Individualized Course
Number of Packages in Instruction Unit	10

Title of Package(s)

1. Properties of Numbers
2. Operations with Polynomials
3. Translating Problems into Equations
4. Inequalitites
5. Graphing
6. Special Products & Quadratics
7. The Real Numbers
8. Fractions & Fractional Equations
9. Functional Notation
10. Logarithms, Ratio, & Proportion

Subject	MATHEMATICS
Author	Melborn N. Simmons
Institution	Columbia Junior College P.O. Box 1849 Columbia, Calif. 95310 Phone: (209) 532-3141
Title of Course	Elementary Mathematics
Number of Packages in Instruction Unit	3
Title of Package(s)	1. Basic Math 2. Elementary Algebra 3. Remedial Math

Subject MECHANICS & TRANSPORTATION

Author

Institution Lane Community College
Eugene, Ore. 97405
Phone: (503) 747-4501

Title of Course Airframe

Number of Packages in Instruction Unit 18

Title of Package(s)

1. Wood Structures
2. Aircraft Covering
3. Aircraft Finishes
4. Sheet Metal Structures
5. Welding
6. Assembly and Rigging
7. Airframe Inspection
8. Aircraft Landing Gear Systems
9. Hydraulic and Pneumatic Power Systems
10. Cabin Atmosphere Control Systems
11. Aircraft Instrument Systems
12. Communication and Navigation Systems
13. Aircraft Fuel Systems
14. Aircraft Electrical Systems
15. Position and Warning Systems
16. Ice and Rain Control Systems
17. Fire Protection Systems
18. Return to Service Diversified Projects

Subject	MECHANICS & TRANSPORTATION
Author	
Institution	Lane Community College Eugene, Ore. 97405 Phone: (503) 747-4501
Title of Course	Aviation Maintenace Technician General 1,2,3
Number of Packages in Instruction Unit	10

Title of Package(s)

1. Mechanic's Privileges
2. Maintenance Publications
3. Maintenance Forms
4. Aircraft Drawings
5. Weight and Balance
6. Fluid Lines and Fittings
7. Materials and Processes
8. Corrosion Control and Cleaning
9. Ground Operation and Servicing
10. Basic Electricity

Subject	MUSIC
Author	Jim Davis
Institution	Kittrell Junior College Kittrell, N.C. 27544 Phone: (919) 492-2131
Title of Course	Music Appreciation
Number of Packages in Instruction Unit	14

Title of Package(s)

1. Fundamental Notation
2. Music Texture
3. The Elements of Music
4. Chord Notation
5. Musical Form
6. Types of Musical Compositions
7. Listening for Form
8. Religious Music
9. Vocal Classifications
10. Music Periods and Composers
11. Black Americans in Music
12. Program and Absolute Music
13. African Music
14. African Chants and the Negro Spiritual and Gospel—A Comparison

Subject	NURSING
Author	Pauline C. Ashley
Institution	A D Nursing Southeastern Community College Whitville, N.C. 28472 Phone: (919) 642-7141
Title of Course	Trends in Nursing
Number of Packages in Instruction Unit	6
Title of Package(s)	1. Education for Nursing 2. Fields of Work for the Technical Nurse 3. Organization for Patient Care and Supervision of Auxiliary Workers 4. Legislation and Legal Control of Nursing 6. The Future of Nursing Practice

Subject	DRUG THERAPY
Author	Irene Brown, Clotilde Pottebaum
Institution	Meramec Community College Kirkwood, Mo. 63122 Phone: (314) 966-3402
Title of Course	Fundamentals of Nursing
Number of Packages in Instruction Unit	1
Title of Package(s)	Drug Therapy

Subject	FUNDAMENTALS OF NURSING
Author	Irene Brown, Clotilde Pottebaum, Suzanne Wyrick, Judith Shute
Institution	Meramec Community College Kirkwood, Mo. 63122 Phone: (314) 966-3402
Title of Course	Fundamentals of Nursing
Number of Packages in Instruction Unit	10
Title of Package(s)	Educational Objectives—Fundamentals of Nursing

Subject	NURSING
Author	Betty Haarstick
Institution	College of the Desert 43-500 Monterey Ave. Palm Desert, Calif. 92260 Phone: (714) 346-8041
Title of Course	Nursing I, Fundamentals of Nursing
Number of Packages in Instruction Unit	11

Title of Package(s)

1. Administration of Oral Medications
2. Application of Elastic Bandage
3. Application of a Scultetus Binder
4. Application of Sterile Gloves
5. Crutch Walking
6. Measurement of Arterial Blood Pressure
7. Measurement of Body Temperature
8. Measurement of Pulse
9. Measurement of Respirations
10. Needles
11. Syringes

Subject	NURSING
Author	
Institution	Lane Community College Eugene, Ore. 97405 Phone: (503) 747-4501
Title of Course	Fundamentals of Nursing
Number of Packages in Instruction Unit	10

Title of Package(s)

1. Introduction to Course
2. Communication
   - Part A: Medical
   - Part B: Interpersonal
3. Safety
   - Part A: Physical, Environmental, and Medical Asepsis
   - Part B: Surgical Asepsis
4. Hygiene and Comfort
   - Part A: Hygiene
   - Part B: Comfort
5. Activity, Rest plus Sleep
6. Metabolism
   - Part A: Elimination
   - Part B: Nutrition and Oxygenation
7. Community Resources
8. Diagnosis
9. Operative Care
   - Part A: Pre- and Intra-Operative
   - Part B: Post-Operative
10. Fluids and Electrolytes

Subject	NURSING OF ADULTS & CHILDREN
Author	Barbara Macy, Beverly Meyer, Kate Schejbal, Sue Petrovich
Institution	Meramec Community College Kirkwood, Mo. 63122 Phone: (314) 966-3402
Title of Course	
Number of Packages in Instruction Unit	16
Title of Package(s)	Nursing of Adults & Children II

Subject	NUTRITION
Author	Clotilde Pottebaum, Suzanne Wyrick
Institution	Meramec Community College Kirkwood, Mo. 63122 Phone: (314) 966-3402
Title of Course	Fundamentals of Nursing
Number of Packages in Instruction Unit	4
Title of Package(s)	Fundamentals of Nursing, Nutrition

Subject	NURSING
Author	Hazel J. Womble
Institution	Florida Junior College at Jacksonville Jacksonville, Fla. 32205 Phone: (904) 781-5891
Title of Course	Fundamentals of Nursing
Number of Packages in Instruction Unit	13

Title of Package(s)

1. Enema Administration
2. Application of Ace Bandage
3. Reading Clinical Thermometer
4. Handwashing
5. Measuring Fetal Heart Tones
6. Eye Care of New-Born
7. Core Care of New-Born
8. New-Born Bath
9. Fractional Urine Testing
10. Dressing Change
11. Handling Sterile Equipment
12. Perineal Care
13. Catheter Irrigation

Subject	RELIGION
Author	Odessa J. Ragland
Institution	Kittrell Junior College Kittrell, N.C. 27544 Phone: (919) 492-2131
Title of Course	Religion (Bible)
Number of Packages in Instruction Unit	18

Title of Package(s)

1. A Proper Perspective of the Bible
2. A Crescent Cradle
3. Holy History
4. Exodus and Wanderings
5. The United Kingdom
6. The Divided Kingdom—Israel
7. The Divided Kingdom—Judah
8. Exile and Return
9. After Ezra
10. Spokesmen for Yahweh
11. The Eighth Century Prophets
12. Prophets of the Seventh Century
13. Jeremiah
14. Ezekiel
15. Second—Isaiah
16. Speaking Words of Wisdom
17. The Hebrew Hymnal
18. Apocalyptic and Prophecy

Subject	RELIGION
Author	Odessa J. Ragland
Institution	Kittrell Junior College Kittrell, N.C. 27544 Phone: (919) 492-2131
Title of Course	Religion (New Testament)
Number of Packages in Instruction Unit	18

Title of Package(s)

1. Between the Testaments
2. The Overall Structure of the New Testament
3. Jesus as a Teacher
4. Jesus as a Healer
5. The Causes of the Martyrdom of Jesus
6. The Beginnings of Christianity
7. Paul, The Man, The Apostle, The Prisoner
8. Epistles of the Second Missionary Journey: I & II Thessalonians and Galatians
9. Epistles of the Third Missionary Journey: I & II Corinthians
10. Romans
11. Letters From Prison: Philemon and Colossians
12. Letters From Prison: Ephesians and Philippians
13. The Pastoral Epistles
14. Writings From the Johannine Circle
15. Writings From the Johannine Circle
16. General Epistles: James and Jude
17. I and II Peter
18. Letters During Times of Ordeal: Hebrews and Revelations

Subject	SCUBA AND SKIN DIVING
Author	Richard R. Hakes
Institution	Tarrant County Junior College, NE 828 Harwood Road Hurst, Tex. 76053 Phone: (817) 281-7860
Title of Course	Scuba and Skin Diving
Number of Packages in Instruction Unit	4+
Title of Package(s)	1. Diving Diseases 2. Air Embolism 3. Decompression 4. Repetitive Dive Charts One to be written on Diving Physics

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject	PHYSICAL EDUCATION
Author	Dorothy E. McKoy
Institution	Kittrell Junior College Kittrell, N.C. 27544 Phone: (919) 492-2131
Title of Course	Physical Education
Number of Packages in Instruction Unit	10

Title of Package(s)

1. Conditional Exercises
2. Touch Football
3. Speedball
4. Soccer
5. Basketball 101 and 201
6. Volleyball
7. Stunts and Tumbling
8. Gymnastics
9. Softball 101 and 202
10. Tennis

Subject	PHYSICAL EDUCATION
Author	Jack Pirkey
Institution	Tarrant County Junior College Fort Worth, Tex. 76102 Phone: (817) 336-7851
Title of Course	Health Concepts of Physical Activity
Number of Packages in Instruction Unit	10

Title of Package(s)

1. Importance of Physical Activity in a Contemporary Society
2. What is Physical Fitness?
3. Your Heart and Bloodstream
4. How to Have a Heart Attack
5. The Heart and Activity
6. Activity and Its Relationship to Weight Control
7. Tension and Relaxation
8. Strength Development
9. Programs of Exercise
10. Aerobics

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject	PHYSICAL EDUCATION
Author	Danny M. Wilder
Institution	Kittrell College Kittrell, N.C. 27544 Phone: (919) 492-2131
Title of Course	Physical Education
Number of Packages in Instruction Unit	13

Title of Package(s)

1. Touch Football
2. Basketball (101)
3. Soccer
4. Volleyball
5. Stunts and Tumbling
6. Softball (102)
7. Speedball
8. Basketball (201)
9. Badminton
10. Tennis
11. Gymnastics
12. Softball (202)
13. Conditional Exercise

Subject	NATURAL RESOURCES
Author	Ross A. Carkeet, Jr.
Institution	Columbia Junior College P. O. Box 1849 Columbia, Calif. 95310 Phone: (209) 532-3141
Title of Course	Conservation of Natural Resources
Number of Packages in Instruction Unit	5
Title of Package(s)	1. Man's Natural Environment, Part I 2. Man's Natural Environment, Part II 3. Natural Resource Universities 4. The State of our Environment, Part I 5. The State of our Environment, Part II 6. Campus Ecology 7. Dichotomous Key, Cone Lab

Subject	PHYSICAL SCIENCES
Author	
Institution	Lane Community College Eugene, Ore. 97405 Phone: (503) 747-4501
Title of Course	Astronomy & Geology
Number of Packages in Instruction Unit	7
Title of Package(s)	1. History of Astronomy 2. Earth-Moon System. Tools of the Astronomer 3. The Solar System 4. The Stars and Beyond 5. Composition of the Crust 6. Weathering and Erosion 7. Movements of the Crust and Historical Geology

Subject	PHYSICAL SCIENCE
Author	Robert McDonald
Institution	Columbia Junior College P.O. Box 1849 Columbia, Calif. 95310 Phone: (209) 532-3141
Title of Course	Physical Geology
Number of Packages in Instruction Unit	14

Title of Package(s)

1. Energy
2. Matter
3. The Earth's Place in the Universe
4. Minerals
5. Igneous Rock and Volcanic Activities
6. Sedimentary Rocks and Processes
7. Metamorphic Rocks and Processes
8. Running Water
9. Glaciation
10. Arid Environments
11. Oceans and Shorelines
12. Mountains and Mountain Building
13. Earthquakes and Tectonic Activity
14. Continental Drift (New Global Tectonics)

Subject	PHYSICAL SCIENCE
Author	Robert McDonald
Institution	Columbia Junior College P.O. Box 1849 Columbia, Calif. 95310 Phone: (209) 532-3141
Title of Course	Survey of Earth Science
Number of Packages in Instruction Unit	19

Title of Package(s)

1. Introduction to Astronomy
2. Light and Optical Instruments
3. The Solar System-Origin and Structure
4. The Sun
5. Stars: Their Physical Properties and Characteristics
6. Classification of Stars
7. Galaxies
8. Theories on the Creation of the Universe
9. Life in the Universe
10. Energy
11. Matter
12. Rock types
13. Minerals
14. Volcanic Activity
15. Running Water
16. Mountains and Mountain Building
17. Tectonic Activity
18. Continental Drift
19. Historical Geology

Subject	PHYSICS
Author	Roy Lee Bass
Institution	Kittrell Junior College Kittrell, N.C. 27544 Phone: (919) 492-2131
Title of Course	College Physics
Number of Packages in Instruction Unit	10
Title of Package(s)	The Structure and Properties of Matter Kinematics: the Description of Motion

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject	PHYSICS
Author	Robert A. Carmen
Institution	Santa Barbara City College 721 Cliff Drive Santa Barbara, Calif. 93105 Phone: (805) 965-0581
Title of Course	
Number of Packages in Instruction Unit	2
Title of Package(s)	1. Numbers and Units for Physics 2. A Programed Introduction to Vectors

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject	PHYSICS
Author	Mary M. Guy
Institution	Santa Fe Junior College 723 W. University Ave. Gainesville, Fla. 32601 Phone: (904) 378-5311
Title of Course	
Number of Packages in Instruction Unit	2
Title of Package(s)	1. Scientific Notation I 2. Scientific Notation II

Subject	PHYSICS
Author	
Institution	Lane Community College Eugene, Ore. 97405 Phone: (503) 747-4501
Title of Course	Physics
Number of Packages in Instruction Unit	5
Title of Package(s)	1. Measurement Systems, Motion, Gravity 2. Energy: Work and Power 3. Heat: Gases and Fluids 4. Waves: Sound and Light 5. Electricity and Magnetism

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Subject	PHYSICS
Author	Mary S. Taube
Institution	Santa Fe Junior College 723 W. University Ave. Gainesville, Fla. 32601 Phone: (904) 378-5311
Title of Course	
Number of Packages in Instruction Unit	7
Title of Package(s)	1. Equilibrium (a Study of Vectors) 2. Forces Due to Friction 3. How to Divide Using a Slide Rule 4. How to Multiply Using a Slide Rule 5. How to Read Squares and Cubes from a Slide Rule 6. How to Read a Value from a Slide Rule 7. Measuring Instruments

Subject	PHYSICS
Author	Clarence O. Wolgamott
Institution	Columbia Junior College P.O. Box 1849 Columbia, Calif. 95310 Phone: (209) 532-3141
Title of Course	Technical Physics
Number of Packages in Instruction Unit	7
Title of Package(s)	1. Mechanics 2. Newton's Laws of Motion 3. Vectors, Scalars, and Nonlinear Motion 4. Vectors, Torque, and Mechanical Equilibrium 5. Work, Power, and Energy 6. Momentum and Circular Motion 7. Gravitational Force

Subject	LAW ENFORCEMENT/ADMINISTRATION OF JUSTICE
Author	Derald D. Hunt
Institution	Golden West College Huntington Beach, Calif. 92647 Phone: (714) 892-7711
Title of Course	Calcop I
Number of Packages in Instruction Unit	26

Title of Package(s)

1. Searches Incident to Arrest
2. People V. Edgar
3. Neutral Inquirer
4. Admissions to Parents by Suspect in Custody
5. Conversation Between an Officer and a Defendant
6. Search Following Arrest of a Fugitive
7. Stop and Frisk
8. Sibron V. New York
9. Probable Cause for Arrest
10. Probable Cause and Citizen Informants
11. Probable Cause and Citizen Informants
12. Blood Tests
13. Search Incidental to Arrest
14. Right to Remain Silent
15. Probable Cause
16. Temporary Detention: Rational
17. Miranda Revisited
18. The Fourth Amendment and Search of Trash Cans
19. Parole Officers and Searches
20. Search and Seizure: Consent by Landowner
21. Searches Incidental to Arrest
22. Plain Sight Rule
23. Vehicle Inspection for Registration
24. Unannounced Entry of a Residence
25. Search by Private Individuals
26. Hearsay Rule Exceptions and Privileged Communications

Subject	AMERICAN GOVERNMENT
Author	Kenneth W. Dilda
Institution	Mount Olive College Mount Olive, N.C. 28365 Phone: (919) 658-2502
Title of Course	American Government 201
Number of Packages in Instruction Unit	11

Title of Package(s)

1. Introduction to American Government
2. The Origins of American Government
3. The Constitution
4. Federalism
5. Civil Rights
6. The Electoral Process
7. Political Parties and Party Politics
8. Congress
9. The Federal Judiciary
10. The Presidency
11. American Foreign Policy

Subject	PSYCHOLOGY
Author	Larry D. Barnes
Institution	Genesee Community College Batavia, N.Y. 14020 Phone: (716) 343-0055
Title of Course	Psychology 101, General Psychology
Number of Packages in Instruction Unit	1
Title of Package(s)	Introduction to Psychology

Subject	PSYCHOLOGY
Author	Virginia L. Blackburn
Institution	Columbia Junior College P.O. Box 1849 Columbia, Calif. 95310 Phone: (209) 532-3141
Title of Course	General Psychology
Number of Packages in Instruction Unit	16
Title of Package(s)	

Subject	PSYCHOLOGY
Author	Jane Dallinger
Institution	Los Angeles Pierce College 6201 Winnetka Ave. Woodland Hills, Calif. 91364 Phone: (213) 347-0551
Title of Course	Psychology 2, Physiological Psychology
Number of Packages in Instruction Unit	1
Title of Package(s)	Physiological Psychology

Subject	PSYCHOLOGY
Author	Edward B. Hibler
Institution	Fresno City College Fresno, Calif. 93704 Phone: (209) 264-4721
Title of Course	Psychology 7, General Psychology Sociology 32, Family Life Education
Number of Packages in Instruction Unit	1
Title of Package(s)	

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject	PSYCHOLOGY
Author	Carol C. Hughes
Institution	John Tyler Community College Chester, Va. 23831 Phone: (703) 748-2221
Title of Course	Psychology 201 Psychology 202 Psychology 203
Number of Packages in Instruction Unit	19
Title of Package(s)	Introduction to Psychology

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject	PSYCHOLOGY
Author	James R. Marks
Institution	West Los Angeles College 4800 Freshman Drive Culver City, Calif. 90230 Phone: (213) 836-7110
Title of Course	Psychology 22. Reading and Study Skills
Number of Packages in Instruction Unit	1
Title of Package(s)	How to Use Programed Materials

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject	PSYCHOLOGY
Author	Richard Lyon Morgan
Institution	Mitchell College Statesville, N.C. 28677 Phone: (704) 872-3665
Title of Course	Psychology 101
Number of Packages in Instruction Unit	26

Title of Package(s)

1. Introduction to Psychology
2. Schools of Psychology
3. Sigmund Freud's View of Personality
4. Psychosocial Views of Personality Development
5. Group Dynamics
6. Motivation
7. Emotions
8. Stress
9. T Groups
10. Theories of Learning
11. Classical and Operant Conditioning
12. Perception
13. Racism
14. Approaches to Behavior: Adler, Jung, Rank
15. Approaches to Behavior: Frankl, Fromm, Maslow
16. Sex
17. Drugs
18. ESP
19. Humanizing Mental Illness
20. Psychotherapy
21. Mental Hospitals
22. Individuals in a Group
23. Ginott's Approach to Child Development
24. Youth and the 1970s
25. Jean Piaget's View of Children's Intelligence
26. Three Forces in Psychology

Subject	PSYCHOLOGY
Author	Richard Lyon Morgan
Institution	Mitchell College P.O. Box 878 Statesville, N.C. 28677 Phone: (704) 872-3665
Title of Course	Psychology: An Individualized Course, Revised Edition
Number of Packages in Instruction Unit	18

Title of Package(s)

1. Introduction to Psychology
2. Five Schools of Psychology
3. Freud's Theories of Personality Development
4. Psychosocial Theories of Personality Development
5. Motivation
6. Groups
7. Perception and Cognition
8. Classical and Operant Conditioning
9. Emotions and Stress
10. Theories of Learning
11. Child and Adolescent Psychology
12. Sex
13. Aggression
14. Defense Mechanisms and Psychotherapy
15. Humanizing Mental Illness
16. Social Problems
17. Youth and the 1970s
18. The Third Force in Psychology

Subject	INTRODUCTION TO PSYCHOLOGY
Author	Robert M. Platt
Institution	Tarrant County Junior College, South Campus Fort Worth, Tex. 76119 Phone: (817) 534-4861
Title of Course	Introduction to Psychology
Number of Packages in Instruction Unit	13
Title of Package(s)	Persons and Ideas in Psychology

Subject	SOCIAL SCIENCES
Author	Standley Claussen and Donald Shannon
Institution	Grossmont College 8800 Grossmont College Drive El Cajon, Calif. 92020 Phone: (714) 465-1700
Title of Course	History of American Civilization
Number of Packages in Instruction Unit	2
Title of Package(s)	1. Exploration and Settlement 2. Puritan Strain

Subject	SOCIOLOGY
Author	Louis A. Brown
Institution	Mitchell College Statesville, N.C. 28677 Phone: (704) 872-3665
Title of Course	Introduction-Sociology Introduction-Anthropology
Number of Packages in Instruction Unit	20

Title of Package(s)

1. Introduction—Field of Sociology
2. The Organism and Its Physical Environment
3. Society
4. Interaction—The Social Process
5. The Universality of Culture
6. The Variability of Culture
7. The Organism Becomes a Person: Socialization
8. The Structure and Unity of Personality
9. Population
10. Class and Caste
11. Mobility in America
12. American Minorities
13. Modern Community Trend
14. The Division of Labor
15. The Family: Comparative View
16. Marriage and the Family in America
17. Religion
18. Religion in America
19. American Economic Order
20. American Political Order

Subject	SOCIOLOGY
Author	Robert A. Butler
Institution	Louisburg College P.O. Box 786 Louisburg, N.C. 27549 Phone: (919) 496-4101
Title of Course	Sociology: An Individualized Course
Number of Packages in Instruction Unit	9
Title of Package(s)	1. Introduction to Sociology 2. Culture 3. Socialization 4. Organization 5. Collective Behavior 6. Stratification 7. Urbanization 8. Population 9. Social Change

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Subject	SOCIOLOGY
Author	William H. Garner
Institution	Kittrell Junior College Kittrell, N.C. 25744 Phone: (919) 492-2131
Title of Course	Sociology 201
Number of Packages in Instruction Unit	10
Title of Package(s)	1. The Science of Sociology 2. History and Development of Sociology 3. The Nature of Culture 4. The Structure of Culture 5. Personality and Self Identification 6. Social Role 7. Social Control and Social Deviation 8. The Family 9. Race and Ethnic Relations 10. Social Class

Subject	SOCIOLOGY
Author	Charles L. Sapp
Institution	Mount Olive College Mount Olive, N.C. 28365 Phone: (919) 658-2502
Title of Course	Introduction to Sociology 201
Number of Packages in Instruction Unit	12

Title of Package(s)

1. Introduction to Sociology
2. The Nature of Culture
3. The Nature of Culture
4. Personality and Socialization
5. Roles and Status
6. Groups and Associations
7. Social Processes
8. Social Power
9. Collective Behavior
10. Social and Cultural Change
11. Population
12. Pollution

Subject	SOCIAL PROBLEMS
Author	Charles L. Sapp
Institution	Mount Olive College Mount Olive, N.C. 28365 Phone: (919) 658-2502
Title of Course	Social Problems 202
Number of Packages in Instruction Unit	10
Title of Package(s)	1. The Nature of Social Problems 2. Juvenile Delinquency 3. Juvenile Delinquency 4. Pollution 5. Population 6. Crime 7. Group Prejudice 8. The Family 9. Education as a Social Problem 10. Religious Conflicts in America

Subject	SPANISH
Author	Juan R. Franco and Allen C. Donaho
Institution	Tarrant County Junior College, NE 828 Harwood Road Hurst, Tex. 76053 Phone: (817) 281-7860
Title of Course	Elementary Spanish Intermediate Spanish
Number of Packages in Instruction Unit	12
Title of Package(s)	Elementary Spanish I & II Intermediate Spanish I & II

Subject	SPEECH
Author	Ron Adler
Institution	Grossmont College 8800 Grossmont College Drive El Cajon, Calif. 92020 Phone: (714) 465-1700
Title of Course	Elementary Speech
Number of Packages in Instruction Unit	3
Title of Package(s)	Effective Listening

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Subject	TECHNOLOGY
Author	David C. Bryenton
Institution	Burlington County College Pemberton-Browns Mills Rd. Pemberton, N.J. 08068 Phone: (609) 894-9311
Title of Course	
Number of Packages in Instruction Unit	2
Title of Package(s)	1. Statics and Strength of Materials 2. Structures (Steel Buildings)

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AB M-1 Frame Damage Analysis and Correction
AB N-1 Painting Equipment
AB N-2 Paint Preparation
AB N-5 Painting
AB N-6 Paint Problems

Auto Mechanics

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AT B-1A How to Read a Micrometer
AT C-2A Arc Welding Equipment
AT C-3A Arc Welding Process
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AT C-5A Oxy-Acetylene Equipment Set-Up Procedure
AT E-2A Steering Geometry
AT E-2B Pre-Alignment Checks
AT E-2C John Bean Visualiner
AT E-3A Static Wheel Balance
AT E-3B On the Car Wheel Balance
AT E-3C Off the Car Dynamic Wheel Balance
AT F-2A Bendix Brake Service (no worksheet)
AT F-3A Wheel Cylinder Service (no worksheet)
AT F-4A Master Cylinder Service (no worksheet)
AT F-5A Drum Lathe Operation
AT F-6A Brake Shoe Grinder
AT J-1A The Four Stroke Cycle Engine
AT J-5A Cooling System Service
AT J-10A Valve Service—Disassembly and Inspection Procedures
AT J-10B Valve Service—Facing and Rocker Arm Service
AT J-10C Valve Service—Seating and Assembly Procedure
AT L-11A P.C.V. Systems—Operation and Service
AT L-11B Exhaust Emission Control, Air Injection
AT M-2A Electron Theory
AT M-2B Ohm's Law
AT M-2C Electrical Circuits
AT M-6A Voltmeters and Ammeters
AT M-6B Ohmmeter
AT M-12A Battery Testing
AT M-12B Battery Servicing
AT M-45A Double-Contact Voltage
AT M-46A Alternator—Disassembly and Rotor Testing
AT M-46B Alternator—Diode and Stator Testing
AT M-46C Alternator—Bearing Replacement and Assembly
AT M-50A How to Use a Sun Distributor Tester
AT M-52A How to Use a Portable Tach-Dwell Meter

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AT M-55B	Analyzing Secondary Scope Patterns

2. Biology

BIO 1-1	Basic Aspects of Molecular Biology

3. Business

Accounting

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AC 1-4	How to Post Journal Entries
AC 1-5	Adjusting Entries
AC 1-6	The Trial Balance
AC 1-7	The Worksheet

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B 1-3	Checking Accounts
B 1-4	Reconciliation
B 1-5	Interest Rates on Loans
C 1-1	Carbon Duplication
C 1-2	Spirit Duplication
C 1-3	Stencil Duplication
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C 3-5	The Sales Slip
C 4-6	How to Operate the Ten-Key Adding Machine
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SE 1-2	Learning to Transcribe Business Correspondence
SE 1-3	Transcription Machines That Use Tapes
SE 1-4	Learning to Dictate
SE 1-5A, B,C,D	Machine Transcription, Practice Tapes 1, 2, 3, 4
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SE 3-31	Police Secretary
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SE 4-42	The Greek Alphabet
SE 4-43	Typing Mathematical Symbols
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HE 1-11	Special Food Problems
HE 1-12 a,b	Academic Survival, Part I, II
HE 1-13	Teaching Children to be Law Abiding Citizens

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SO 1-3	Interpersonal Relations: Family and Child
SO 1-4	Guiding the Sex Education of Children
SO 1-5	Disciplining Children Can be a Challenge
SO 1-6	The Nature and Purpose of Marriage
SO 1-7	Self-Understanding: Human Motivation and Behavior
SO 1-8	The Importance of Heredity and Eugenics in Family Planning
SO 1-9	Emerging Patterns of Family Living
SO 1-10	Understanding the Family Life Cycle
SO 1-11	Financial and Economic Aspects in Family Living
SO 1-12	The Family in Time of Trouble
SO 1-13	The Relationship of Religion to Family Life
SO 1-14	The Effect of Social Cultural Forces on Family Life
SO 1-15	Strengthening and Improving Marriage and Family Life

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N 1-6	Introduction to Ethics
N 1-7	Introduction to Legal Aspects of Hospital Work
N 1-8	How Illness is Diagnosed
N 1-9a,9b	Introduction to the Causes and Prevention of Disease, Part I, II
N 1-10	Introduction to the Daily Needs of Well and Ill Persons
N 1-11	Introduction to Community Health for the L.V.N.

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TU-2	The Tutor as a Guide to Learning
TU-10	Organizing Tutoring Services
TU-10.1	Selecting and Assigning Tutors
VT-2b	Positive Approaches for Teaching the Disadvantaged
VT-7b	Planning Courses for the Disadvantaged
VT-1b	Physical Handicaps and Learning
VT-3b	Teaching the Handicapped
VT-16c	Making Vocational Education Accessible to the Physically Handicapped
VT-50a	Employment of the Physically Handicapped

13. Speech

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SP 1-4	Visualization Step
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